

建議採取的行動

Recommended Course of Action

予以聘請
Offer:

日期
Date: _____

職位薪金
Appointment Salary: _____

到職日期
Date of Commencing Service: _____

婉拒 / 撤回聘請: 原因
Declined / Withdrawn; Reason: _____

申請拒絕
Reject

列入後備名單至
Reserve: Valid till: _____

備註

Remarks

在適當方格內加上 Tick the appropriate box

職位申請表

Application for Employment



此申請表上資料如有虛報或隱瞞，申請者將被撤消資格，本公司有權終止因此而訂之僱傭合約。填寫本申請表前，請細閱夾附於本申請表的香港鐵路有限公司之收集職位申請人個人資料聲明。

Misrepresentation or concealment of information in this form will lead to automatic disqualification of the application. The Corporation reserves the right to terminate any employment agreement made as a result of such misrepresentation or concealment. Please read the attached MTR Corporation Limited's Personal Information Collection Statement for Job Applicants before completing the application form.

機密
CONFIDENTIAL

第一部分 申請職位
Part I. Position Applied For

申請職位
Position applied for: _____

參考編號
Reference No.: _____

如受聘，何時可上班
If appointed, when will you report for duty: _____

每月薪金要求
Expected Monthly Salary: _____

第二部分 個人資料
Part II. Personal Particulars

姓名(正楷填寫) (英文) _____ (中文) _____
Name (in block letters): (English) _____ (Chinese) _____

住宅 / 通訊地址 *
Home / Correspondence Address *: _____

電話號碼 (住宅) _____ (流動電話) _____ 電郵地址 _____
Tel. No.: (Home) _____ (Mobile Phone) _____ E-mail Address: _____

你是否需要申請工作簽證才可在香港工作? 否 是
Do you need to apply for a work visa before you can work in Hong Kong? No Yes

你從哪種途徑得知本公司職位空缺? 報章 / 招聘網站 (請註明: _____) 公司網頁
How did you learn about our company vacancy? Newspaper / Job Boards (Please specify: _____) Company Website

招聘會 員工介紹 (請填第十一部分) 其他 (請註明: _____)
Recruitment Fair Referral (Please complete Part XI) Others (Please specify: _____)

第三部分 學歷 (請由現在或最近之學歷開始)
Part III. Academic Qualifications (Please start with the latest qualification attained)

中學 / 專上學院及大學 Secondary, Tertiary Institution & University	由 (月/年) From (MM/YY)	至 (月/年) To (MM/YY)	所獲資格(列明科目及程度) Qualification Attained (with subjects & levels)	頒發日期 Date of Issue

第四部分 專業資格
Part IV. Professional Qualifications

證書、文憑及專業機構會員資格 Certificate, Diploma & Membership of Professional Institutions	頒發機構 Issuing Authority	頒發日期 Date of Issue

* 將不適用者刪去 Delete as appropriate 在適當方格內加上 Tick the appropriate box 香港郵政信箱9916號 GPO Box 9916 Hong Kong

第五部分 工作經驗 (由現職或最近之職位開始填寫)
Part V. Work Experience (Please start with the present or latest employment)

由(月/年) From (MM/YY)	至(月/年) To (MM/YY)	任職機構 Employer	職位 Position	工作概要 Brief Description of Duties	現時 / 離職時每月薪金 (可選擇填寫) Current / Last Monthly Salary & Allowance (Optional)	離職原因 Reasons for Leaving

第六部分 兼職 / 社會服務 (包括港鐵公司活動計劃)
Part VI. Part-time Job / Community Service (including MTR programmes)

由(月/年) From (MM/YY)	至(月/年) To (MM/YY)	機構及計劃名稱 Organisation and Name of the Programme	職位 / 角色 Job Title / Role

第七部分 請詳細說明現職概況
Part VII. Please illustrate the position of your present appointment in the organisation

第八部分 諮詢人 (請填寫非親屬)
Part VIII. Referees (Please provide non relatives)

本公司會先徵求你的同意才與諮詢人聯絡。諮詢人應該熟悉你的工作背景，例如你的直屬上司或認識你多年的人。
Referees will be contacted only with your consent. They should preferably be those who are acquainted with your working history, e.g. your immediate superior or those who have known you for a number of years.

姓名 Name	職業 / 公司名稱 Occupation / Company Name	聯絡電話號碼 Contact Tel. No.	關係 Relationship

第九部分 曾否申請港鐵公司任何職位?
Part IX. Have you ever applied for any other jobs with the MTR Corporation Limited ?

否 有 (請說明職位)
No Yes (Please state the applied position):

申請日期
Application Date:

第十部分 如有任何親屬在港鐵公司工作，請說明：
Part X. If any relative is employed by the MTR Corporation Limited, please state:

姓名 Name	職位 / 部門 Position / Department	關係 Relationship

第十一部分 推薦人 (如經由現職港鐵員工介紹申請指定職位，請填寫此部分)
Part XI. Referrer (If you are referred by an existing MTR staff for designated positions, please state)

姓名 Name	員工編號 Staff No.
職位 / 部門 Position / Department	聯絡電話號碼 Contact Tel. No.

第十二部分 其他資料
Part XII. Other Information

請提供以下資料:
Please provide the following information:

- 與今次職位申請相關的專業技能、獎項。
Special skills, achievements/awards relevant to this application.
- 曾受到專業機構或監管機構的任何紀律聆訊或收到其警告、譴責或其他形式的制裁。
Warnings, reprimands or other forms of sanctions from a professional body or regulatory body.
- 刑事罪行紀錄 - 根據《罪犯自新條例》(第297章) 被認為已失去效力的判罪毋須申報。
Criminal records - No information is required to be given concerning any conviction which is considered "spent" under the Rehabilitation of Offenders Ordinance (Cap. 297).
- 其他 Others : _____

詳述以上適用項目: _____
Details of the above if applicable

第十三部分 聲明
Part XIII. Declaration

本人聲明，就本人所知，申請表內填報的資料是真實和正確的；本人也明白，填報任何虛假或誤導性資料，可導致被取消申請資格，或於受聘後被撤職。本人確認收妥香港鐵路有限公司之收集職位申請人個人資料聲明並明白有關內容。本人同意公司有權引用上述資料，作為處理本人於公司之職位申請及於受僱後執行公司正常職務之用途。

I declare that all personal data and information given in this form are true and correct to the best of my knowledge and understand that any false and misleading personal data and information given will lead to disqualification of my application or dismissal action if I were employed. I acknowledge receipt of a complete copy of the MTR Corporation Limited's Personal Information Collection Statement for Job Applicants and understand the contents thereof. I agree that the above personal data and information will be used for purposes relating to my application for employment with the Corporation and in the course of my proper performance of the job duties during employment with the Corporation.

就「員工推薦計劃」之用途，本人已獲推薦人同意向公司提供第十一部分的資料並明白推薦人與本人在此計劃下的配對紀錄會被公司保存六個月。如本人申請之職位屬公司之指定職位而本人亦成功受聘於指定職位，本人明白並同意公司會於本人開始及完成指定服務期時通知推薦人。如未獲聘用，有關本人的個人資料會於十二個月後被銷毀。

For the purpose of "Employee Referral Programme", I have obtained referrer's consent to provide the information in Part XI to the Corporation and understand that the relationship between the referrer and myself will be kept in the Corporation for 6 months. If I am applying for a designated position (as decided by the Corporation) and that my application for the designated position is successful, I agree that the Corporation will notify my referrer about my commencement and completion of required service periods after employment. For unsuccessful application, all my personal data will be destroyed after 12 months.

申請人簽署
Signature of Applicant:

日期
Date:

在適當方格內加上 Tick the appropriate box

Personal Information Collection Statement for Job Applicants
MTR Corporation Limited

香港鐵路有限公司 收集職位申請人個人資料聲明

1. Personal Data Privacy 個人資料私隱

It is MTR Corporation Limited's ("the Corporation", "we" or "our") policy to comply with the requirements of the **Personal Data (Privacy) Ordinance** (Cap. 486) of the Laws of the Hong Kong Special Administrative Region. Any personal data which is collected shall be handled in accordance with this Personal Information Collection Statement ("PICS"). This PICS may from time to time be revised, or otherwise changed where we deem necessary. If there is any inconsistency between the English and Chinese version of this PICS, the English version shall prevail.

香港鐵路有限公司（「港鐵公司」、「我們」或「我們的」）的政策是遵守香港特別行政區法例（第486章）《個人資料（私隱）條例》。任何已收集的個人資料將依循本收集職位申請人個人資料聲明（「聲明」）處理。若我們認為有必要時，本聲明可不時予以修訂或以其他方式予以更改。本聲明的英文與中文版本如有任何抵觸，概以英文版本為準。

2. Purposes of Collection of Personal Data 收集個人資料的目的

Your provision of all the personal data requested in this form is obligatory, except those items clearly marked as optional. The personal data collected from you will be used for purposes relating to your application for employment with the Corporation and in the course of your proper performance of the job duties during employment with the Corporation ("Purpose"). You must ensure that all personal data provided to the Corporation are accurate, complete and up-to-date. If you fail to provide the required data or if the personal data provided is inaccurate or incomplete, your application may not be processed or the outcome of the applications may be affected.

閣下必須填報申請書內要求提供的所有個人資料，但註明是可選擇是否填報的資料則屬例外。所有向閣下收集的個人資料將用於處理閣下於港鐵公司之職位申請及於受僱後執行公司正常職務之用途。閣下須確保向港鐵公司提供準確、完整及最新的個人資料。如閣下未能提供所需資料，或所提供的個人資料不準確或不完整，可能影響該職位申請的處理和結果。

3. Disclosure and Security of Personal Data 個人資料之披露及保安

We will take all practicable steps to keep your personal data confidential but we may transfer/assign such data to the following parties:

(a) any agent, contractor or third party who provides services to us with respect to matters relating to your application for employment with the Corporation, and

(b) any person to whom we are under an obligation to make disclosure under the requirements of any law binding on us.

Except as mentioned in the above paragraphs, your personal data will be accessible only by staff members of Human Resource Management Department and the relevant line managers of the recruiting department or his/her delegate(s) who are authorised to handle your personal data in the recruitment and selection process. Any persons designated to handle the personal data will be instructed to do so only in accordance with this PICS.

我們將採取一切可行步驟將閣下的個人資料保密，但我們可能會將該等資料移轉/轉讓予下列各方：

(a) 就閣下申請港鐵公司職位之有關事宜提供服務的任何代理、承辦商或第三方服務提供者，及

(b) 根據對港鐵公司具約束力的任何法律規定，港鐵公司有責任向其作出披露的任何人士。

除上述情況外，閣下的個人資料將只供人力資源管理部員工、招聘部門之相關經理或經其授權於招聘及遴選程序中處理閣下的個人資料之員工審閱。任何被指派處理個人資料之人士須按指示遵照本聲明之規定行事。

4. Access and Correction of Personal Data 個人資料之查閱及改正

You may at any time request access to and to correct personal data relating to you in any of our records. A reasonable fee may be charged to you for processing any data access request. Any request for the correction of or access to personal data should be addressed in writing to the Personal Data Privacy Officer, Legal – General Department at MTR Headquarters Building, Telford Plaza, Kowloon Bay, Hong Kong or emailed to PDPO@mtr.com.hk.

閣下可隨時要求查閱及改正在港鐵公司之任何紀錄中與閣下有關係的個人資料，而港鐵公司可能為此向閣下收取合理費用。任何查閱或改正個人資料之要求應以書面形式向以下人士提出：

法律常務部 個人資料私隱主任

地址：香港九龍灣德福廣場港鐵公司總部大樓

電郵：PDPO@mtr.com.hk

5. Retention of Personal Data 個人資料之保留

We will keep your personal data only for as long as necessary to fulfill the Purpose for which the data was collected. Personal data on an unsuccessful applicant will normally be destroyed twelve months after rejection of the application.

我們會在為貫徹收集閣下的個人資料之目的所需之時間內保存該等資料。在一般情況下，未獲取錄申請人的個人資料將於其落選日期後12個月全部銷毀。