

限閱(人事) RESTRICTED (STAFF)

聘任審查表格 APPOINTMENT CHECKING FORM

申請/擬續聘*職位名稱 Title of job applied for/ of which the contract to be renewed*	部門 Department
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附註 Notes for Guidance

- (a) 除另有指明外，你必須填報本表格全部所需的資料，提供正確資料，並按指明方式交回招聘職系/部門，否則你的申請/續聘將不獲處理。
Unless otherwise specified, you must complete all parts in the form, provide accurate information and return this form to the recruiting grade/ department in specified manner. Your application/ renewal of contract will not be further processed if you failed to comply with the above.
- (b) 請用黑色/藍色墨水筆或原子筆填寫本表格。如以中文填寫，請以正楷填寫各項。如以英文填寫，請以大寫字母填寫各項。請以正楷填寫各項。
Please complete every item in black or blue ink. For entries to be completed in English, please write in block letters. For entries to be completed in Chinese, please write clearly.
- (c) 如空位不敷填寫，你應另頁詳列有關資料，隨本表格附上。
If there is insufficient space, please give details on a separate sheet to be attached to this form.
- (d) 填報的資料會作操守審查及其他與聘用有關的用途，包括評估你是否適合受聘或繼續受聘，並可能會送交執法機構及負責保安、防止及偵查罪案工作的部門/機構審閱。
The information provided will be used for integrity checking and other employment-related purposes, including to assess whether you are suitable for appointment or continuous appointment. The information provided might be divulged to law enforcement agencies and departments/ agencies concerned with security, prevention and detection of crime.
- (e) 填妥本表格後，你應保留副本一份，作個人參考之用。
You are advised to make a photocopy of the completed form for your own reference.
- (f) 遞交本表格後，本表格內所提供的資料如有任何更改時，你必須通知招聘職系/部門。如欲更改或查詢個人資料，請與要求填寫本表格的招聘職系/部門負責人聯絡。
You are required to notify the recruiting grade/department if there are any subsequent changes to the information provided after submission of this form. For correction of or access to personal data after submission of this form, please contact the subject officer of the recruiting grade/ department who forwarded the form to you for completion.

A部 Section A

個人資料 Personal Particulars

英文姓名 Name in English	_____
中文姓名 Name in Chinese	_____
出生日期 Date of Birth	_____
香港身份證號碼 Hong Kong Identity Card Number	() _____
護照/旅行證件號碼 Passport/Travel Document Number (本欄供沒有香港身份證的申請人/人員填寫) (For candidates/ staff without Hong Kong Identity Card)	_____
住址 Residential Address	_____
流動電話 Mobile Phone	_____
電郵地址 E-mail Address	_____
出生地點 Place of Birth	_____
中文姓名電碼 Chinese Name in Code	____ - ____ - ____ - ____ - ____
性別 Sex	男 Male <input type="checkbox"/> 女 Female <input type="checkbox"/>
簽發機關 Issuing Authority	_____
分區 District	_____
國家/地區 Country/Region	_____
住所電話 Residential Telephone Number	_____

(*請刪去不適用者。)
(*Delete whichever is inapplicable.)

(請在適當方格內加上“✓”號。)
(Please insert a “✓” in the appropriate box.)

限閱(人事) RESTRICTED (STAFF)

你曾否經香港或香港以外的法庭判定有罪？

Have you ever been found guilty of an offence in a court of law whether or not in Hong Kong?

是 否
Yes No

如經判定有罪，請列明詳情

If yes, please give details

(註：請參閱《罪犯自新條例》(第297章)(該條例)。請特別留意該條例第4(2)(c)條及附表所載的例外規定。該條例第4(2)(c)條規定，第2(1)及(1A)條給予已自新人士的保障，並不適用於與訂明職位的聘任有關的問題。訂明職位列於該條例附表內，包括“正由或將由薪俸在總薪級表第27薪點或以上的人員出任的職位”。舉例說，如你正申請總薪級表第25至33薪點的職位，因這個職位將由薪俸在總薪級表第27薪點或以上的人員出任，所以第2(1)及(1A)條給予已自新人士的保障並不適用，你必須對曾被判有罪行的所有罪行(如有的話)作出聲明，否則將不獲考慮聘任。如你對申請職位／擬續聘的職位的薪級表有疑問，請向有關的招聘職系或部門查詢。)

(Note: Please refer to the Rehabilitation of Offenders Ordinance (Cap. 297) (“the Ordinance”). Your particular attention is drawn to the exception set out in section 4(2)(c) of the Schedule of the Ordinance. Section 4(2)(c) of the Ordinance provides that the provisions under section 2(1) and (1A) for protection of rehabilitated persons do not apply to the questions relating to the appointment to the prescribed offices. The prescribed offices are set out in the Schedule to the Ordinance which include ‘any office occupied, or to be occupied, by an officer on or above Point 27 on the Master Pay Scale (“MPS”)’. For example, if you are applying for a post with pay scale from MPS Point 25 to 33, since this post will be occupied by an officer on or above MPS 27, the protection of rehabilitated persons under the provision of section 2(1) and (1A) will not be applicable to this case and all offences (if any) of which you have been found guilty must be declared. Failure to do so may exclude you from the appointment. If you are not certain about the pay scale of the post you are applying for/ of which the contract to be renewed, please consult the recruiting grade/ department.)

(請在適當方格內加上“✓”號。)

(Please insert a “✓” in the appropriate box.)

B部 Section B

(註：請在下列所有方格內加上“✓”號，表示你已閱讀，明白及接受此B部所列明之所有條件，否則你的申請／續聘將不獲處理。)

(Note: Please insert a “✓” in all the boxes below to indicate that you have read, understood and accepted all conditions specified at this Section B. Otherwise, your application/ renewal of contract will not be processed further.)

上述提供的資料是盡本人所知及所信，全屬正確無誤。本人明白倘若故意在本表格虛報資料或隱瞞任何有關資料，或未有在表格內所提供資料已作更改後通知招聘職系／部門，可令本人喪失獲政府錄用的資格；即使已獲政府錄用，亦可遭終止聘用。

The information provided above is correct and true to the best of my knowledge and belief. I understand that if I wilfully give any false information or withhold any information in this form, or fail to notify the recruiting grade/ department any subsequent change of information provided, it will render me liable to disqualification for employment by the Government or termination of employment, if already employed by the Government.

本人同意政府可就進行操守審查、與政府招聘工作及僱用有關的事宜，及為核實上述資料而進行必要的查詢。本人授權所有政府部門及其他組織或機構可就這些查詢，透露任何有關的紀錄及資料。本人謹此授權香港警務處處長或其代表把所有關於我的犯罪紀錄及詳情發放予有關政府部門／當局／機構。就我的職位申請／續聘，我也同意當有需要時，可套取我的指紋以核實我的犯罪紀錄。

I consent to the Government making any necessary enquiries for purposes relating to integrity checking, recruitment by and employment with the Government and for the verification of the information given above. I authorise all government departments and other organisations or agencies to release any record or information as may be required for these enquiries. I hereby authorise the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to relevant government departments/ authorities/ agencies. I also agree to my fingerprint impressions being taken by the Police in connection with this application/ renewal of contract, if required for the purpose of verifying my criminal records.

本人明白並同意上述資料會送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行操守審查及其他與聘任有關的工作。

I understand and accept that the information given above will be provided to government departments and other organisations or agencies authorised to process the information for integrity checking and other employment-related purposes.

日期Date

簽署Signature