



## APPLICATION FOR EMPLOYMENT

(for non-teaching staff vacancy)

### 職位申請表

(只供非教職員職位空缺)

- (A) The information provided will be strictly confidential and used only for appointment at Li Po Chun United World College of Hong Kong and other employment related purposes. It may also be disclosed to organizations authorized to process the information for appointment e.g qualification and health assessments, immigration and integrity checking. Applicants who wilfully withhold material information or provide false information in this application form and/or other related documents will be liable to invalidation of the College's offer of appointment or dismissal from employment without notice nor any compensation or may face criminal prosecution. Information on all unsuccessful candidates will be destroyed one year after the recruitment exercise.

申請人所填報的資料將絕對保密,只供本書院招聘及其他有關事宜之用。本書院或會向有關機構透露此等資料,以便進行招聘程序(例如查核申請人的資歷;健康情況,工作簽證及品行等)。申請人若在申請表及/或其他相關文件故意隱瞞或虛報資料,本書院有權撤銷聘書,或於聘用後將其解僱而無須另行通知或作出任何賠償。申請人亦可能面對被刑事檢控。所有未獲取錄申請人的資料,將於招聘工作完成一年後銷毀。

- (B) Request for correction of or access to personal data after submission of this application should contact the Director of Administration at Li Po Chun United World College of Hong Kong.

遞交申請書後,如欲更改或查詢個人資料,請向香港李寶椿聯合世界書院行政主任提出。

- (C) You are advised to make a photocopy of the completed application form for your own reference.

申請人應保留一份填妥的申請書副本,以備參考。

Position Applied for 申請職位:		
Applicant's Surname 申請人姓氏(英文):	Applicant's Given Names 申請人名字(英文):	Photo 相片 (Optional) 選擇性提供
Name in Chinese (if any) 中文姓名:		
Date of Birth (mm/yyyy) 出生年份及月份:		
H.K.I.D Card/Passport No. (First four digits): 香港身份證/護照號碼:(首四個數字)		
Residential Address 住址		
Correspondence Address (if different from above) 通訊地址(如與上址不同)		
Mobile No. 手提電話號碼: Home Tel. No. 住所電話號碼: E-mail 電郵地址:		

Remark: This application form is for non-teaching staff vacancies e.g. secretaries, office assistant, accountants, janitors, guards, nurse, laboratory and/or IT staff etc.  
備註: 此份申請表適用於非教職員職位空缺,如秘書,辦公室助理,會計,校工,保安,護士,實驗室或資訊科技員工等。

Please also complete and sign the next page 請填寫及簽署後頁 →

**DECLARATION TO BE SIGNED BY THE APPLICANT****聲明書(申請人填寫)**\*Please fill in the blank with have or have not

\*請在空白線上填上曾經或從未

#Please delete as appropriate

#請在適當位置刪除

(1) I hereby declare that I \* \_\_\_\_\_ been convicted of a criminal offence in a court of law in or outside Hong Kong. (Note: a criminal conviction is not necessarily a barrier to appointment) If yes, please give details below:

本人聲明本人\* \_\_\_\_\_ 因刑事案被香港或香港以外地方的法庭定罪。(註: 曾犯刑事案者,未必不獲錄用) 如曾被法庭定罪, 請提供詳細資料。

(2) I also declare that I \* \_\_\_\_\_:

- (a) Been charged with a sexual offence or an offence against the person of a student or child; or
- (b) Been dismissed from any previous employment on the grounds that I was involved in improper conduct of a sexual nature with a student or child; or
- (c) Retired or resigned from any employment following allegations that I was involved in improper conduct of a sexual nature with a student or child; or
- (d) Been advised by any employer that my name has been included on a list of those not to be employed in a child-related area of activity.
- (e) Involved in any ongoing criminal proceedings or investigations, including but not limited to arrest or apprehension by the police, or I am being investigated by schools or the EDB over (professional) misconduct allegations to the best of my knowledge.

本人聲明, 本人\* \_\_\_\_\_:

- (I) 參與有關對學生或未成年之青少年/兒童之性侵犯罪行; 或
- (II) 由於與學生或未成年之青少年/兒童發生不當之性行為, 而被任何僱主解僱; 或
- (III) 由於與學生或未成年之青少年/兒童發生不當之性行為而被指控, 因而退休或辭職; 或
- (IV) 由於涉及與青少年/兒童有關之活動, 因此本人之名字已被任何僱主列入不被聘用之名單內。
- (V) 就本人所知, 涉及任何在進行中的刑事訴訟或調查, 包括但不限於被警方逮捕或拘捕, 或正被學校或教育局調查有關本人(專業) 失德的指控。

(3) I declare that I am/ am not a relative or a friend of any staff working at Li Po Chun United World College of Hong Kong.

(Note: it is not a condition/ barrier to appointment). If yes, please fill in the name(s) of the staff here: \_\_\_\_\_.

本人聲明, 本人 是/並不是 香港李寶椿聯合世界書院任職僱員的親屬或朋友。(註: 這並不是受聘條件/障礙。) 如是, 請在此填寫僱員姓名: \_\_\_\_\_.

(4) I understand fully that the College can request all prospective employees to undergo the Sexual Conviction Record Check Scheme in Hong Kong and in their previous and current country of residence on a voluntary basis. I hereby confirm that I # am/ am not willing to undergo the Sexual Conviction Record check.

本人完全明白校方可以要求所有準員工在香港或於以往居住地及目前居住地進行自願性質之性罪行定罪紀錄查核機制。在此, 本人 # 願意/不願意 接納此項安排。

(5) I understand and accept that if I wilfully give any false information or withhold any material information in this application form and/or other related documents, I shall render myself liable to dismissal (without notice nor any compensation) if I am appointed to the service of the Li Po Chun United World College of Hong Kong, and may face criminal prosecution, if applicable.

本人明白並同意如在申請表及/或其他相關文件故意虛報資料或隱瞞重要事實, 即使獲香港李寶椿聯合世界書院錄用, 亦有可能被解僱而校方恕不另行通知或作出任何賠償。同時亦可能面對被刑事檢控。

(6) I understand and accept that the information given in (A)、(B) and (C) of this application form and the attached Personal Information Collection Statement

本人明白及接納本表格開端之(A)、(B)及(C)及附錄之收集個人資料聲明所述之內容。

(7) I understand and accept that the information given in this form by me and in my letter of application and C.V may/will be provided to organizations authorized to process the information for appointment as per(A) of this application form.

本人明白並同意, 本人於本表格內填寫之資料及本人工作申請書及履歷表或/將會送交有關機構, 以便進行招聘工作事宜, 有如本表格開端之(A)所述。

(8) I hereby give permission for the College to contact any of the referees whose names and contact details are provided in my letter of application and C.V.

本人明白並授權香港李寶椿聯合世界書院透過電話、電郵或書面等等方式聯絡本人於申請過程中(包括申請書及履歷表內) 提供之諮詢人。

(9) As a non-local job applicant (if relevant), I also understand that I may be requested to provide a Certificate of No Criminal Conviction or other legitimate documents proof issued by my country of residence before commencement of employment.

作為非本地僱員(如適用者), 本人明白及接納於受聘前本人將可能被要求提供本人的居住國簽發的無犯罪證明或其他合法文件證明。

\_\_\_\_\_  
Signature of applicant 申請人簽署

\_\_\_\_\_  
Date 日期

## Personal Information Collection Statement

### Why am I being given this Personal Information Collection Statement? (“PIC Statement”)

1. If you are being issued with this PIC Statement, you are either a participant in a recruitment process or are currently employed by Li Po Chun United World College of Hong Kong (“the College”). As part of the recruitment and employment process, it is necessary for you to supply us with your personal data. Therefore, in compliance with the Personal Data (Privacy) Ordinance (the “Ordinance”), we have issued to you this PIC Statement so you understand some essential matters about what we do with the personal data you have supplied.

### What do I need to do?

2. Please review this PIC Statement, and acknowledge receipt by signing and returning a copy to us. If you have any queries please consult the Principal or the Director of Administration, whose contact details appear at the end of this PIC Statement.

### Our commitment

3. The College recognises its responsibilities in relation to the collection, holding, processing and use of personal data of its job applicants and staff members under the Ordinance.
4. It is necessary for job applicants and staff members to supply the College with data about themselves and sometimes also their family members from time to time in connection with their employment or application for employment.
5. If you are unable to supply your personal data, we may not be able to operate effectively, process your application and/or make the necessary arrangements for your employment.

### What types of personal data are collected?

6. Personal data will be collected only for lawful and relevant purposes. Some examples of data we may collect from you prior to and over the course of your employment are:
  - (i) Contact details and personal information, such as your name, home address, telephone numbers, email address, date and place of birth, residency, citizenship, Hong Kong Identity Card number or passport number and other similar information.
  - (ii) Compensation and benefits information relating to your compensation, benefits and pension fund arrangements.
  - (iii) Recruitment information, such as your curriculum vitae, educational background and third party references.
  - (iv) Employment administration information, such as employment and career history, information from background checks, photograph, termination details, absence records, leave records, health and safety records, sickness records, accident reports, performance information (including any appraisals or other internal communication regarding performance, training records, records of projects you have worked on, time and attendance management records and possible warnings and/or other disciplinary records).

- (v) Information of a technical nature, such as user IDs and passwords and other such technical information required for the provision of the College's internal IT systems and services.
- (vi) Data required to be collected under applicable laws including laws governing or relating to the operation of schools e.g. disclosure to immigration, education, audit and/or tax authorities. The College is bound to comply with such laws.
- (vii) Other information which you voluntarily provide in the course of employment in connection with a business purpose of the College.

**How may the College use my personal data?**

7. The personal data collected from you will be used for purposes related to your employment or prospective employment with us, including:
- (i) identification and determination of eligibility for employment in Hong Kong generally including immigration and integrity checking, and in particular qualifications relevant to your employment with the College;
  - (ii) the processing of your employment application;
  - (iii) assessing work performance, attendance and disciplinary record;
  - (iv) monitoring compliance with internal rules of the College;
  - (v) human resources management purposes, such as: the planning and implementation of staffing and training, promotions, transfers, and other career related matters; review, implementation and administration of staff benefits, and payroll administration;
  - (vi) reviewing salaries, other relevant benefits and accommodation allocation (if applicable);
  - (vii) providing employee references;
  - (viii) health and safety purposes; and
  - (ix) other purposes directly related to any of the above.

**Who may we share your personal data with?**

8. The College treats personal data as confidential. However, from time to time, we may disclose such information for administrative and educational purposes. Your personal data may be made available to:
- (i) authorised persons when the College is compelled to make disclosure under the statutory requirements, including, but not limited to, taxation and other government authorities in Hong Kong and elsewhere;
  - (ii) any agent, contractor or third party who provides administrative or other services to the College; examples of such persons include external auditors, medical practitioners, trustees, insurance companies, actuaries and any consultants/agents appointed by the College to plan, provide and/or administer employee benefits;
  - (iii) any actual or proposed purchaser of all or part of the operations of the College, for example if the College merges with another institution;

- (iv) any person with your consent including persons seeking employee references;
- (v) any person where the legitimate interests of the College requires disclosure;
- (vi) any agent or third party service provider who provides administrative, telecommunications, computer or other services to the College in connection with the overall school operation;
- (vii) any other person under a duty of confidentiality to the College including legal advisers, medical officers, counsellors which has undertaken or is otherwise required to keep such information confidential;
- (viii) school management, administrative and accounts staff of the College and your line manager(s) during the course of his/her employment;
- (ix) your personal data may be used, disclosed or transferred for any purpose directly related to your employment/prospective employment with the College.

#### **Others**

9. The College may include staff phone numbers or email contacts in College internal or external publications e.g. staff internal phone list, student address book as appropriate.
10. Photographing and filming of students, staff, their family members and visitors involved in College related activities, or for training or professional development purposes, may form part of the College's printed and electronic publications and specific education-related activities. Your personal data may also be made available to appropriate persons in our alumni organisations, sister organisations and to legitimate agencies of the wider United World Colleges movement, including the UWC International Office; if you do not agree to this point you must advise us now.

#### **Access and correction of personal data**

11. Under and in accordance with the terms of the Ordinance, you have the right to access and correct your personal data. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to students or where information has been provided in confidence.
12. A reasonable fee may be charged to offset the College's administrative and actual costs in complying with your access request.
13. Requests for access to personal data or correction of personal data must be addressed in writing to the Principal or the Director of Administration:
 

The Principal or  
The Director of Administration  
Li Po Chun United World College of Hong Kong  
10 Lok Wo Sha Lane  
Sai Sha Road  
Ma On Shan, NT
14. If you are asked by the College to supply information about members of your family, you are requested to pass a copy of this notice to the relevant family member so that he/she is aware of his/her rights under the Ordinance.

15. Unless we have your consent, the College will not use your personal data for any reason other than the purposes for which the information was collected (or a directly related purpose).
16. The College will take all reasonable steps to protect your personal data against unauthorised or accidental access, processing, erasure or use.

***Please sign and return a copy of this notice as acknowledgement of the terms contained therein.***

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I hereby acknowledge and consent to the above terms.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

## 收集個人資料聲明

為何我收到這份有關收集個人資料聲明文件？（下稱“PIC”）

1. 閣下應該是一位在招聘職位過程中的申請者，或正在受聘於香港李寶椿聯合世界書院（下稱“校方”）的僱員。由於部份招聘和就業過程中，閣下須要向校方提供閣下的個人資料，因此，在遵守個人資料（私隱）條例（下稱“條例”）之原則下，此PIC聲明將能使閣下了解校方怎樣處理閣下所提供的個人資料。

我須要怎麼做？

2. 請檢閱並簽署這份 PIC 聲明文件，然後把文件交回校長或行政主任。若閣下有任何疑問，請向校長或行政主任查詢，其聯繫方法可於本文件之第 12 段得悉。

校方的承諾

3. 在該條例下，校方明白須負上對收集、持有、處理及使用求職者和本校僱員的個人資料的責任。
4. 就招聘程序或僱傭關係所需，求職者和本校僱員在不同時段必須提供其個人資料給校方，視乎情況，其家庭成員之有關資料亦可能須要提供。
5. 如果閣下無法提供您的個人資料，校方可能無法有效地運作，包括處理閣下的求職申請和／或處理必要的僱傭關係的安排。

校方須收集甚麼類型的個人資料？

6. 收集個人資料之目的只用於合法及相關事宜上。在閣下於受聘前和在受聘過程中，校方可能會收集以下資料，例如：
  - （一）聯絡詳情和個人資料，如閣下之姓名、住址、電話號碼、電子郵件、出生日期和地點、永久居住地、公民身份、香港身分證或護照號碼和其他類似的資料；
  - （二）薪酬及福利之有關資料，以便安排福利、強積金或公積金等事宜；
  - （三）招聘資料，如閣下之履歷、教育背景和諮詢人的資料；

- (四) 其他行政上所需的受聘資料，例如過往就業情況，背景調查資料、相片、離職細節、缺勤記錄、請假記錄、職康和安全記錄、病假記錄、意外事故報告、工作評核資料，包括任何評估或其他內部有關工作表現、培訓，參與項目的記錄，和出勤記錄及警告和／或其他紀律記錄（如適用）；
- (五) 有關技術性質的相關資料，以能提供校方內部資訊系統的運作和服務；
- (六) 根據相關法律而須收集之資料，該法律是管轄校方日常運作的基礎，例如提供資料給予移民局、教育局、審計和／或稅務機關。校方是必須遵守這些法規；
- (七) 於受聘期間，閣下自願提供的其他資料，以便校方正常運作。

#### 校方怎樣使用我的個人資料？

7. 已收集之個人資料將會使用於以下用途，包括：

- (一) 核實及鑑定 閣下能否於香港合法工作，例如移民／工作簽證或警方之品格審查，此外，特別是有關 閣下在本校就業履歷及資格的查核；
- (二) 處理 閣下之受聘申請；
- (三) 評估工作表現、出勤及紀律處分記錄；
- (四) 監測遵守校內規則；
- (五) 人力資源管理，例如計劃和安排僱員編制和培訓、晉升、調動、以及其他職業相關事宜；加上，審查、實施和管理僱員的福利及薪酬管理；
- (六) 檢討薪酬及其他有關福利和職員宿舍分配（如適用）；
- (七) 提供僱員推薦或參考資料；
- (八) 職業安全及健康之目的；
- (九) 其他任何直接與上述有關之目的。



## 校方將向誰提供我的個人資料？

8. 校方緊守個人資料保密原則，然而，校方可能不時會披露有關資料作行政和教學之目的。閣下之個人資料可能會提供給：
- (一) 根據法定要求，提供資料給認可人士，包括但不只限於，稅務局或其他於本港及港外之政府機關；
  - (二) 提供行政或其他服務給予校方委託的第三者、任何代理人或承辦商，例如審計師、醫生、託管人，保險代理及公司、精算師和任何校方聘用之顧問／代理，以便計劃、提供和／或管理僱員福利；
  - (三) 任何實際或建議上把本校業務全部或部份轉移，例如，本校與其他機構合併營運；
  - (四) 在 閣下同意下提供推薦或參考資料給任何人士；
  - (五) 因處理有關校方合法權益而須校方提供資料之任何人士；
  - (六) 提供行政、電訊、電腦或其他服務給予校方日常整體運作的任何代理人或第三者；
  - (七) 在保密原則之下，任何人士包括法律顧問、醫務人員、輔導員其已承諾必須把資料保密；
  - (八) 學校管理、行政和會計人員及於受聘其間 閣下之直屬上司；
  - (九) 閣下之個人資料可能會被使用、披露或轉移到任何與 閣下因在本校受聘過程中或可能受聘的求職申請中，直接相關的事宜上。

## 其他

9. 校方可能把職員之電話號碼或電郵刊登在校內或外之刊物，例如職員內部電話表、學生通訊冊。
10. 校方可能把學生、職員、其家庭成員及訪客於其參與校方相關活動或培訓或專業發展項目的活動時所拍攝之相片或錄影編印及以電子刊物形式刊登於校方的各種形式的刊物內。閣下之個人資料亦可能提供給校友組織、其他聯繫組織和更廣泛之聯合世界書院運動之合法機構包括聯合世界書院位於倫敦之國際總部，如 閣下不同意這一項，閣下必須通知校方。

## 查閱及更正個人資料

11. 根據及按照本條例的規定，閣下有權查閱及更正閣下之個人資料。然而，在某些情況，閣下之要求或會被拒絕，例如閣下之要求將影響他人的隱私，或可能會導致違反校方對照顧學生的義務和承擔，或該資料是在保密情況下提供的。
12. 在查閱及更正個人資料時，校方可能會收取一些合理的行政或實際費用。
13. 如閣下需要查閱個人資料或更正個人資料，必須以書面形式遞交至校長或行政主任：

新界馬鞍山  
西沙路  
落禾沙里 10 號  
香港李寶椿聯合世界書院  
校長或行政主任

14. 如果閣下被要求提供有關閣下的家庭成員的資料給校方，請閣下遞交本文件之副本給其有關家庭成員，讓他／她知悉他／她的權利。
15. 校方收集閣下之個人資料之目的是使用於上述表列出之用途（或直接有關之用途）。除非校方得到閣下的同意，校方將不會使用閣下的資料作其他用途。
16. 校方將採取所有合理的步驟保護閣下的個人資料，防止未經授權或意外的查閱、處理、刪除或使用。

請閣下簽回一份副本，以表示閣下得悉並同意本文所載的條款。

*備註：此文件乃中文譯本，所有條文及定義均以英文版為準則。英文版可向校長或行政主任索取。*

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本人在此得悉並同意上述條款。

簽署：\_\_\_\_\_ 日期：\_\_\_\_\_

姓名：\_\_\_\_\_