申請人須知
Notes For Applicants

(a) 申請人必須就每一個申請的職位填寫一份申請書，申請人請留意有關的招聘廣告所註明的申請手續。

Applicant should complete one application form for each job. Please refer to the relevant recruitment advertisement for details regarding application procedures.

(b) 請用黑色或藍色墨水筆或原子筆，以正楷填寫各項。

Please complete every item in block letters and in black or blue ink.

(c) 申請人須填妥申請書各項，並提供正確資料。如空位不敷填寫，申請人應另頁詳列有關資料，隨申請書附上。

Please ensure that all parts in the form are completed and the information is accurate. If there is insufficient space, please give details on a separate sheet to be attached to the application form.

(d) 申請人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。院校可能要求申請人就特定項目提供詳細資料，以支持申請個別職位。申請人必須參閱招聘廣告內列出的有關要求填寫本申請書。申請人如未能提供所需的所有資料，或所填寫的資料，未能清楚顯示申請人具備有關職位所規定最基本的學歷、訓練、經驗或其他條件，申請書將不獲受理。

Your provision of all the personal data requested in this form is obligatory, except those items clearly marked as optional. You should particularly note that the College may require you to provide specific details to support your application for individual vacancies. You should refer to the recruitment advertisement for such requirements in filling in this form. Your application will not be considered if you fail to provide all information as requested or it is not clear from your statements that you have the minimum qualifications, training, experience or other requirements specified for the job.

(e) 申請人在本申請書內所提供的個人資料，將用於招聘工作以及其他與聘用有關的事宜上。如有需要，有關資料可能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，用以進行與招聘工作及聘用有關的事宜，例如學歷評審、體格檢查、僱主推薦及操守審查等。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 24 個月全部銷毀。

The personal data provided in this form will be used for recruitment and other employment-related purposes. It may be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with the College e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary. Personal data on an unsuccessful candidate will normally be destroyed 24 months after rejection of the candidate's application.

(f) 申請人如持有本港以外學府或專業團體所頒授的學歷及/或專業資格，請隨申請書夾附有關當局所簽發的文憑/證書、成績單及列明有關課程的授課形式（例如全日制、兼讀制、在當地院校授課/遙距授課等）的證明文件副本。為了方便進行學歷評審的工作，申請人在取得上述的學歷前，如已獲取其他學歷，亦應盡可能提供上述的學歷證明文件副本。你可用環保紙影印文件副本。請勿附上任何文憑/證書或其他學歷證明文件的正本。

For applicants holding academic and/or professional qualifications obtained from institutions or professional bodies outside Hong Kong, please attach copies of your diplomas/certificates, transcripts of studies and official documents stating the mode of delivery (e.g. full time/part time, on campus/distance learning, etc.) of the study programmes. To facilitate assessment of qualifications, the above documents on the prior qualifications obtained should also be supplied as far as possible. You may use scrap paper to make copies of the documents. Do not send any originals of diplomas/certificates or other qualification documents.

(g) 填妥本表格後，你可保留副本一份，作個人參考之用。

You are advised to make a photocopy of the completed application for your own reference.

(h) 提交申請書後，本申請書內所提供的資料，包括香港特別行政區永久性居民的身分，如有任何更改時，申請人必須通知招聘部門。

You are required to notify the recruiting department if there are any subsequent changes to the information provided, including the permanent resident status of the Hong Kong Special Administrative Region, after submission of the application form.

(i) 提交申請書後，如欲更改或查詢個人資料、或查詢與招聘有關的事宜，請與院校招聘負責人聯絡。有關招聘事宜的聯絡詳情，亦可於院校網頁瀏覽，網址: www.mariacollege.edu.hk。

For correction of or access to personal data after submission of the application form or enquiries on recruitment matters, please contact the subject officer of the College as specified in the recruitment advertisement. Contact details for enquiries on recruitment matters are also available from the College Homepage on the Internet at www.mariacollege.edu.hk.