



強制性公積金計劃管理局（簡稱「積金局」）
職位申請書

**Application Form for Employment with
The Mandatory Provident Fund Schemes Authority (MPFA)**

**申請人須知
Notes for Applicants**

申請人填寫申請書前，請先細閱以下各點。

The following notes give guidance on how to complete the application form.

- (a) 填寫本申請書前，請細閱申請人須知及夾附於本申請書的強制性公積金計劃管理局之個人資料收集政策聲明。

Please study the **Notes for Applicants** and **Statement on Mandatory Provident Fund Schemes Authority's Personal Data Collection Policy** which is attached before completing the application form.

- (b) 申請人必須填寫本申請書所有部分，並確保所報資料正確無誤。如空位不敷填寫，應另頁詳列有關資料，並夾附於本申請書。

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.

- (c) 申請人如未能提供全部所需的資料，或所填寫的資料未能清楚顯示申請人具備有關職位所需的最低學歷、培訓、經驗或其他條件，或沒有簽署 D 部的聲明，申請將不獲處理。

Your application will not be processed 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 or if you do not signify your consent in Section D.

- (d) 申請人所提供的資料，將用以招聘積金局員工及作其他聘任用途。有關資料可能會送交獲授權處理申請人資料的部門/機構，以便進行各項入職審查，例如學歷評審、體格檢查及一般審查等。落選申請人的資料將於 2 年後銷毀。

The information provided will be used for appointment to the MPFA and other employment-related purposes. It may be provided to departments/agencies authorized to process the information for purposes relating to appointment e.g. qualifications assessment, medical examination and appointment checking, etc. Information on unsuccessful candidates will be destroyed after 2 years.

- (e) 申請人須隨本申請書夾附獲頒發的文憑/證書或其他學歷證明文件的副本(尚待頒發文憑/證書者，須隨附修業成績表副本)。為方便積金局評審學歷，申請人在取得上述的學歷前，如取得其他學歷，亦應盡可能提供該等學歷的資料/文件。請勿夾附任何文憑/證書或其他學歷證明文件的正本。

You should attach copies of your diplomas/certificates or other qualification documents (or transcripts pending availability of diplomas/certificates) to the application form. To facilitate assessment of qualifications, information/documents on the other qualifications obtained prior to the aforesaid qualifications held should also be supplied as far as possible. Do not send any originals of diplomas/certificates or other qualification documents.

- (f) 填妥本申請書後，申請人可保存副本一份，留作個人參考之用。

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

- (g) 遞交申請書後，如欲更正或索閱個人資料，請與積金局人力資源部聯絡。

For correction of or access to personal data after submission of the application form, please contact the Human Resources Department of the MPFA.

- (h) 申請人如初步入選，將獲另行通知。積金局不會發出申請書收據。

Short-listed applicants will be notified in due course. The MPFA will not acknowledge receipt of application forms.



強制性公積金計劃管理局（簡稱「積金局」）之 個人資料收集政策聲明

Statement on Mandatory Provident Fund Schemes Authority's (MPFA) Personal Data Collection Policy

申請人向積金局提供個人資料前，請先細閱本聲明。

Please read this note before you provide any Personal Data to the MPFA.

- (1) 申請人必須向積金局提供準確及詳盡的個人資料。如未能提供所需資料，或提供的資料不正確或不詳盡，可影響申請人在積金局的受僱/工作，或影響申請人在積金局受僱/工作的可能。

When you provide Personal Data to the MPFA, please make sure that the data is accurate and complete. If you fail to provide the MPFA with the information required or if the information provided is inaccurate or incomplete, your employment/prospective employment/work with the MPFA will be affected.

- (2) 申請人的個人資料可能會提供予以下各方：

- 積金局的恰當人士；
- 需要申請人個人資料的政府或其他有關機構或人士，作關乎申請人在積金局受僱/工作的用途，或關乎申請人可能在積金局受僱/工作的用途；
- 在法例容許或規定的情況下，積金局為遵守某些法例規定而須把申請人個人資料提供予的有關政府部門/當局及團體（包括但不限於稅務局及勞工處）；及/或
- 就積金局的事務或人力資源職能而與積金局有業務往來的組織及機構、團體及人士。

Please also note that your Personal Data may be made available to:

- Appropriate persons in the MPFA;
- Government or other relevant organizations or parties who require it for matters related to your employment/prospective employment/work with the MPFA,
- Where permitted or required by law any relevant government departments/appropriate authorities and bodies, including without limitation, Inland Revenue Department and the Labour Department, when the MPFA is required to provide under certain legislation for use for the purposes of that legislation; and/or
- Organizations, bodies and persons with whom the MPFA have dealing(s) in connection with its affairs or human resources functions.

- (3) 除上文所述外，積金局只會按下列用途使用、披露或轉交申請人所提供的個人資料：

- 作關乎申請人在積金局受僱/工作的用途，或關乎申請人可能在積金局受僱/工作的用途；或
- 法例容許或規定的用途。

In addition to the above, the MPFA will only use, disclose or transfer the Personal Data you provide to the MPFA:

- For those purposes relating to your employment/prospective employment/work with the MPFA, or
- Where permitted or required by law.

- (4) 積金局使用申請人的個人資料作其他用途之前，會先徵詢申請人的同意。

The MPFA will obtain your consent before using your Personal Data for any other purposes.

- (5) 申請人可根據《個人資料（私隱）條例》查閱及/或要求改正不時備存於積金局的個人資料。請以書面聯絡積金局人力資源高級經理。積金局的地址為香港九龍柯士甸道西一號環球貿易廣場 16 樓。

If you wish to have access to and/or to request correction of your Personal Data which the MPFA may hold from time-to-time, you may do so under the Personal Data (Privacy) Ordinance. For request(s) relating to HR matters, access and correction of such data, please write to the Senior Manager of Human Resources Department of MPFA at: Level 16, International Commerce Centre, 1 Austin Road West, Kowloon, Hong Kong.

請按日期順序列出教育程度 Education (in chronological order)				
曾經 / 現正就讀的學校、學院、大學等 Schools, Colleges, Universities, etc. Attended / Attending	就讀級別 Class Attended / Attending	上課模式 (例如：全日制) Mode of Attendance (e.g. Full-time)	日期 (日 / 月 / 年) Date (Day / Month / Year)	
			由 From	至 To

學歷資格 – 請按日期順序列出已獲取 / 將獲取的學歷詳情，並夾附文憑 / 證書、其他學歷證明文件或修業成績表的副本。 Academic Attainment – Please provide details of academic qualifications obtained/to be obtained (in chronological order) and attach copies of your diplomas/certificates, other qualification documents or transcripts of studies.			
學院 / 頒發機構 (例如：香港考試局) Institute/Issuing Authority (e.g. Hong Kong Examinations Authority)	頒發日期 (日 / 月 / 年) Date Issued (Day/Month/Year)	學歷 (例如：香港中學會考) Qualifications (e.g. Hong Kong Certificate of Education Examination)	合格科目及所達到的程度 (例如：成績等級、合格、良好、學位等級、 主修科目、副修科目等) Subjects Passed and Level Attained (e.g. Grade, Pass, Credit, Class, Division, Major, Minor, etc.)

請按日期順序列出專業資格，並夾附有關證書的副本 Professional Qualifications (in chronological order) (Please attach copies of relevant certificates)			
持有的專業資格 Professional Qualifications	頒發機構全名 Full Name of Issuing Authority	已達到 / 將達到的程度 Level Attained/ Level to be Attained	已獲取 / 將獲取資格的日期 (日 / 月 / 年) Date Obtained/Date to be Obtained (Day/Month/Year)

D 部 SECTION D

本人確認收妥申請人須知及強制性公積金計劃管理局之個人資料收集政策聲明。

I hereby acknowledge receipt of a complete copy of the Notes of Applicants and Statement on Mandatory Provident Fund Schemes Authority's Personal Data Collection Policy.

本人明白如蓄意提供虛假資料或隱瞞任何重要資料，則即使本人已在積金局服務，亦可遭解僱。

I understand that if I wilfully give any false information in this application form or withhold any material information, I shall render myself liable to dismissal if appointed to the service of the MPFA.

簽署 Signature _____ 日期 Date _____

姓名 Name _____

註： 申請人如沒有填寫本部份，申請將不獲處理。

Note: Your application will not be considered if this part is not completed.

(只供有關機關填寫) (For official use only)

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