

Fax : 2311 1356

Date : \_\_\_\_\_

## Vacancy Registration Form

### A. Employer's Information

**Name of Company** : Chinese : \_\_\_\_\_

English : \_\_\_\_\_

**Industry & Business Nature** : \_\_\_\_\_ **Company size** : \_\_\_\_\_ staff

Contact Person :

1) \_\_\_\_\_ **Mr / Ms** Position \_\_\_\_\_ **Tel.** \_\_\_\_\_ Fax \_\_\_\_\_

2) \_\_\_\_\_ **Mr / Ms** Position \_\_\_\_\_ Tel. \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address: \_\_\_\_\_ (  have to notify the employer before faxing applicants' resumes)

**Address** : \_\_\_\_\_

You wish to obtain updates on the ERB via email. (employer can terminate this service at anytime by informing the ERB)

### B. Vacancy Information

**Job Title** : \_\_\_\_\_ **No. of Vacancies** : \_\_\_\_\_

Working address (If different from the above address) : \_\_\_\_\_

**Salary** (Please don't put down "negotiable"): \$ \_\_\_\_\_ (Per Month/Day/Hour/Piece)  Plus Commission

**Working Hours** : Mon-Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

Total working hours per month: \_\_\_\_\_ hours (must be filled in)

Monthly wage: \$ \_\_\_\_\_ (must be filled in) Wage per hour: \$ \_\_\_\_\_ (must be filled in)

**Job Mode** :  Permanent Job  Temporary / Contract Job: from \_\_\_\_\_ to \_\_\_\_\_

**Work Nature** :  Full-time  Part-time : working days / hours \_\_\_\_\_

Shift Duty : Shift Hours \_\_\_\_\_ Shift Holiday / off on \_\_\_\_\_

Job Duties (Please complete in both English and Chinese as far as possible):

English (Maximum in 200 English characters, including symbols and space)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chinese (Maximum in 100 Chinese characters, including symbols and space)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Benefits** :  Double Pay  Medical  Annual Leave \_\_\_\_\_ Day  
 Bonus  MPF  Probationary Review  
 Labour Holiday  Public Holiday  Others \_\_\_\_\_

*For Official Use Only*

Employer Ref.: \_\_\_\_\_

Job Order Ref.: \_\_\_\_\_

Received Date: \_\_\_\_\_

Industry Code: \_\_\_\_\_

Job Code: \_\_\_\_\_

Working Location Code: \_\_\_\_\_

Average monthly salary : \_\_\_\_\_

### **C. Job Requirements**

Education level : \_\_\_\_\_ Working experience : \_\_\_\_\_ year(s)

Skill (Please put 「✓」 inside  of the skill required & specify the requirement level:①good,②average,③simple)

Languages : Spoken :  Cantonese \_\_\_\_\_  English \_\_\_\_\_  Mandarin \_\_\_\_\_  Others \_\_\_\_\_

Read/Written :  Chinese \_\_\_\_\_  English \_\_\_\_\_  Others \_\_\_\_\_

Computer application software:  Word \_\_\_\_\_  Excel \_\_\_\_\_  Others \_\_\_\_\_

Typing :  English ( \_\_\_\_\_ wpm )  Chinese ( \_\_\_\_\_ wpm, input method \_\_\_\_\_ )

Other requirements (eg. Certificate, License, etc):

*(Please complete in both English and Chinese as far as possible)*

English (Maximum in 200 English characters, including symbols and space)

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Chinese (Maximum in 100 Chinese characters, including symbols and space)

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From which channel(s) do you know this employment service (can tick more than 1):

TV Radio Newspaper Leaflet Referral from friends

Labour Department Other employers Marketing call Others

Please note that the above information will be passed to the Training Bodies under the ERB for job referral.

Do you also agree to transfer the information to the Labour Department? Yes No

### **D. Declaration** (Employer should sign on this statement when placing Vacancy Registration.)

1. Our company/I \_\_\_\_\_ hereby declare that the terms of employment, entry requirements (including requirement on language proficiency, if any) and job descriptions, etc. of the post \_\_\_\_\_ and any amendments thereafter are relevant, justifiable and do not violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. Our company / I understand that our company / I will commit an offence and will be liable on conviction to a fine if our company / I knowingly or recklessly make a statement which in a material respect is false or misleading;
2. Our company / I hereby declare that the terms of employment of the post advertised do not violate the Minimum Wage Ordinance. Our company / I understand that if wages payable to the employee in respect of the wage period are less than the minimum wage, the employee is entitled to be paid additional remuneration in respect of that wage period.
3. The job applicant(s) to fill the post advertised in the Employees Retraining Board is / are our company / my direct employee(s). The company / I will comply with the Employees' Compensation Insurance Policy, the MPF Ordinance(if applicable) and the Employment Ordinance to cover the employee(s);
4. Our company / I will not solicit money in any form or under any title, no matter for reasons of provision of services, selling of goods, referral of service, guarantee deposit and so on from job seekers.
5. Our company / I have read the Points to Note of this vacancy registration form, and agree to follow the terms and conditions.

Responsible person (full name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Vacancy Registration Form

## Points to Note

### A Points to Note

1. Before you fill in this form, you have to confirm that the person recruited for the post is a **direct employee** of you or your company and would be **subject to the protection under the Employment Ordinance**. You should also confirm that all activities carried out by you or your company are lawful and the information provided in the form(s) is true and correct.
2. If this is your first time to register vacancy(ies) with the Employees Retraining Board (ERB), please fax/send your vacancy registration form together with a copy of your company's Business Registration Certificate (or certificate of school/ organization registration if applicable) to the ERB for verification. You may also be requested to provide relevant document(s). If you fail to do so, **we shall not accept** and display your vacancy order.
3. **Please use separate vacancy registration form for each post.** This form can be copied for repeated use.
4. **This vacancy registration will remain valid for one month.** If you have changed your contact means such as address / telephone number / fax number, or terms of employment, or if you wish to cancel your order, please notify the Placement Services Section by fax or phone immediately.
5. You/ your company should not solicit money in any form or under any title, no matter for reasons of provision of services, selling of goods, referral of service, guarantee deposit and so on from job-seeker(s).
6. You/ your company should arrange for the employee(s) to join a registered Mandatory Provident Fund Scheme (if applicable).
7. The terms of employment, entry requirements and job descriptions of the post must **not** violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. You should consider the capability of job seekers and follow the related codes of practice against discrimination in employment. **Please do not specify any requirements on the gender, age or race of the job seekers or any other discriminatory terms. Otherwise, we shall not accept or display your vacancy order.**
8. The terms of employment of the post must **not** violate the Minimum Wage Ordinance.
9. When you collect personal data from job seekers (e.g. request job seekers to provide resumes), you should observe the Personal Data (Privacy) Ordinance, disclose your company name and provide the contact person and contact means for job seekers to obtain Personal Information Collection Statement. For details, please contact the Privacy Commissioner's Office at 2827 2827 or visit the website [www.pco.org.hk](http://www.pco.org.hk).
10. **Under the Employees' Compensation Ordinance, all employers are required to take out employees' compensation insurance to cover their liabilities both under the Ordinance and at common law for work injuries in respect of all their employees (including full-time and part-time employees, e.g. part-time domestic helpers). For enquiries, please call 2717 1771.**
11. The ERB reserves the right to accept and display any vacancy provided by you.
12. Subject to your consent, you may receive newsletters or other relevant information from the ERB via email. To unsubscribe the newsletters, please notify the Placement Services Section at any time.

### B. Statement of Purposes

1. Purpose of Collection  
The personal data as provided by you to the ERB or by means of the Vacancy Registration Form will be used by the ERB and/or its associated Training Bodies for job referral service, or for statistical or survey purposes. The provision of your personal data by you is voluntary. However, if you do not provide sufficient information, we may not be able to introduce job seekers to you.
2. Classes of Transferees  
The personal data provided by you in the Vacancy Registration Form or to our staff may be disclosed to job seekers, the associated training bodies of the ERB, and/ or other related bodies including the Labour Department (if applicable), in order to introduce job seekers to you.
3. Access to Personal Data  
You have a right of access and correction in respect of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right access includes the right to obtain a copy of record of your personal data. Enquiries concerning your personal data collected by means of Vacancy Registration Form including the making of access and corrections should be made to the Placement Services Section at this address: 43/F., Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.

### C. Form Submission and Enquiry

Please complete the Vacancy Registration Form and fax it to the Placement Services Section at 2311 1356.  
For enquiries, please call the Placement Services Section at 2311 8381.