



## Trainee Registration Form

Please choose to register with one of the following referral centres and send the completed form to the centre by fax or by post:

Referral Centre	Fax No.	Tel No.	Address
<input type="checkbox"/> Kowloon East	2713 8091	2715 4593	8/F, Wong Tze Bldg, 71 Hoi Yuen Road, Kwun Tong, KLN.
<input type="checkbox"/> Kowloon West	2381 8055	2397 1792	G/F, 138 Tai Nan Street, Prince Edward, KLN.

(\* mandatory field, please add a tick ✓ in appropriate boxes)

### 1. Personal Data

\*Name: (English) Mr. / Ms. \_\_\_\_\_ (Chinese) \_\_\_\_\_

\*ID Card No.: \_\_\_\_\_ ( ) Nationality :  Chinese  Others: \_\_\_\_\_

\* Date of Birth: \_\_\_\_\_ (dd/mm/yy)

\*Contact No.: (Home): \_\_\_\_\_ (Mobile): \_\_\_\_\_

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

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

Expiry Date of the HKSAR Document of Identity for Visa purposes (for New Arrivals residing in HK for less than 7 years only): \_\_\_\_\_ (dd/mm/yy)

\*Current Employment Status:  Unemployed, for \_\_\_\_\_ years

Full-time employed  Part-time employed  Self-employed

\* Have you completed any ERB course?  Yes  No

### 2. Working Experience (optional)

Period (MM/YY to MM/YY)	Industry	Post	Working Place
to			<input type="checkbox"/> Hong Kong <input type="checkbox"/> China
to			<input type="checkbox"/> Hong Kong <input type="checkbox"/> China
to			<input type="checkbox"/> Hong Kong <input type="checkbox"/> China

### 3. Highest Education Attainment

No formal education  Primary (Year \_\_\_\_\_)  Secondary (Year \_\_\_\_\_)

Diploma to sub-degree  Above sub-degree

Place of award of the highest education attainment:  Hong Kong  China

Other countries, please specify: \_\_\_\_\_

Official Use:

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

Type of Service Target(choose one only):  New Arrival

Validated the eligibility of the trainee to register with Smart Starter

Mature Person

Withdrawal from the scheme, date: \_\_\_\_\_

Remarks: \_\_\_\_\_

**4. Language**

Ability to speak:      Cantonese    good      average      not applicable  
                                  English      good      average      not applicable  
                                  Putonghua    good      average      not applicable  
                                  Others:      Teochew    Hakka      Shanghainese  
    Others, please specify:

Ability to read & write:    Chinese      good      average      not applicable  
                                  English      good      average      not applicable  
                                  Others, please specify:

**5. Skills / Strengths and Professional Qualifications**

Skills / Strengths: \_\_\_\_\_

Professional Qualifications: \_\_\_\_\_

**6. Job Expectation**

Job Nature:            Part-time            Free lance            Full-time

Post:(can choose more than 1 options)

- Shop Assistant /Sales Assistant    Waiter/Waitress                    Office Assistant/ Messenger
- Promoter                                    Kitchen Cleaner / Dish Washer Amah /Office Worker
- Sales Representative                    Cook Assistant                    Computer Operator/Data Entry
- Packaging Worker                        Cleaning Worker                    Receptionist
- Deliverer                                    Room Attendant                    After School Care Tutor /Assistant
- Building Attendant /Security Guard   Nursing Assistant                    Tutor
- Others, please specify: \_\_\_\_\_

Working Locations: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Working Time:    Monday    Tuesday    Wednesday    Thursday    Friday  
                          Saturday    Sunday      \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

\*Wage:            Hourly: \$ \_\_\_\_\_      Daily:\$ \_\_\_\_\_      Monthly: \$ \_\_\_\_\_

**7. Remarks :** \_\_\_\_\_

## Registration Guidelines of “Smart Starter”

1. Trainees can choose to register with one referral centre of the “Smart Starter”. Registration with both referral centres is not permitted. Each trainee can register once with the “Smart Starter” and each registration is valid for one year during which no change of referral centre is permitted.
2. Each trainee can enroll in workshops for a total of no more than 15 hours within the registration period.
3. Trainees should allow staff of the “Smart Starter” to browse their training and placement records in the ERB. Staff of the “Smart Starter” will keep regular contacts with the trainees to understand their employment status, their jobs and employers. As “Smart Starter” is required to report the employment information of the trainees to the ERB, co-operation of trainees is hence required to provide the relevant information to the “Smart Starter”, otherwise the “Smart Starter” may not be able to offer services.
4. For mature trainees (aged 50 or above) who have taken the ERB placement-tied course, “Smart Starter” will provide job referral service to them only after their placement service period of the course completed.
5. The personal data collected by means of this form or by means of communicating with the “Smart Starter” in the process of offering its services will be kept for the following purposes:
  - (i) vetting registration, arranging job matching, job referrals, placement and retention follow-up, workshop enrollment, verification of placement, retention and training record, and opinion survey, etc.
  - (ii) The personal data so collected may be transferred to the appointed Training Bodies and commissioned research consultants and agencies of the ERB for purposes stated in (i).
6. The provision of personal data is voluntary. If trainees do not provide sufficient information, the “Smart Starter” may not be able to offer services.
7. The “Smart Starter”/ERB may use the personal data (including, but not limited to, name, address, email address and telephone number) for sending marketing information related to training courses, services, activities, facilities and related information of the ERB (“Relevant Information”), through emails, SMS, direct mailing and telephone calls, etc. The personal data may be transferred to the appointed Training Bodies and companies commissioned by the ERB for such purposes. If trainees do not wish their personal data to be used for the marketing purposes stated above, they have the right at any time to opt out by writing to the registered referral centre.
8. Trainees or their authorised representatives have the right to request access to and/or obtain a copy of their personal data and/or to correct the personal data should the record be inaccurate. The ERB may collect a fee from applicants requesting for a copy of their personal data.
9. Trainees may send their requests for access to and/or correction of personal data to the “Smart Starter”.
10. Any nuisances or disruptive behaviors including but not limited to using foul language, making threats, making abusive remarks, sending unwanted marketing information, sending disturbing messages or images to “Smart Starter” staff, other service users and/or employers referred by “Smart Starter” are not accepted. The Employees Retraining Board (ERB) and the “Smart Starter” reserve the right to terminate the service to the trainee concerned and/or refuse his/her service registration.

### Disclaimer:

1. I hereby declare that the personal data and information provided here is complete and true.
2. I have read and agreed to the “Registration Guidelines of ‘Smart Starter’”.
3. I understand and agreed that my personal data collected and kept by the “Smart Starter”/ ERB for the following purposes:
  - (i) vetting registration, arranging job matching, job referrals, placement and retention follow-up, workshop enrollment, verification of placement, retention and training record, and opinion survey, etc.
  - (ii) The personal data so collected may be transferred to the appointed Training Bodies and commissioned research consultants and agencies of the ERB for purposes stated in (i).
4. I understand that the “Smart Starter”/ ERB may use my personal data (including, but not limited to, name, address, email address and telephone number) for purposes including sending to me marketing information in relation to training courses, services, activities and facilities of the ERB through emails, SMS, mails and telephone calls, etc., and the ERB cannot use my personal data for such purposes without my consent.

**I agree to the use of my personal data by the ERB for sending me Relevant Information of the ERB.**

Trainee’s Signature: \_\_\_\_\_ Name of Trainee: \_\_\_\_\_ Date: \_\_\_\_\_

Official Use:

Responsible Staff: \_\_\_\_\_ Tel: \_\_\_\_\_ Registration valid till: \_\_\_\_\_