

空缺登记表格 Vacancy Registration Form

请将填妥表格传真或邮寄至下列任何一间「起步站」：

Please send the completed form to one of the following "Smart Starter" referral centres:

「起步站」 Referral Centre	传真号码 Fax No.	电话号码 Tel No.	地址 Address
<input type="checkbox"/> 九龙东 Kowloon East	2713 8091	2715 4593	九龙观塘开源道71号王子大厦8楼 8/F, Wong Tze Building, 71 Hoi Yuen Road, Kwun Tong, KLN.
<input type="checkbox"/> 九龙西 Kowloon West	2381 8055	2397 1792	九龙太子大南街138号地下 G/F, 138 Tai Nan Street, Prince Edward, KLN.

(*为必须填写数据并请在适当的方格□内 ✓ Field with * must be filled in. Please put ✓ in suitable box □.)

A. 雇主资料 Employer's Information

1. 雇主名称 Name of Employer*:
(中文) _____ (English) _____
2. 商业登记号码 Business Registration no.*: _____ 3. 有效期至Expiry date*: _____
4. 地址Address*: (中文) _____
(English) _____
5. 行业性质Industry Nature*: _____ 6. 员工人数No. of staff*: _____
7. 网址Website: _____
8. 联络人 Contact Person:
 1. 主要联络人 Main Contact Person * (预设为空缺申请及索取 <收集个人资料声明> 的联络人 Default as the contact person for job application and obtaining a copy of Personal Information Collection Statement)
Miss/Ms/Mr _____ 小姐/女士/先生 职位Post Title *: _____
电话Tel*: _____ 传真Fax: _____ 电邮Email: _____
 2. 其他联络人 Other Contact Person
Miss/Ms/Mr _____ 小姐/女士/先生 职位Post Title *: _____
电话Tel*: _____ 传真Fax: _____ 电邮Email: _____

只供职员填写

雇主编号: _____

空缺编号: _____

收表日期 _____

行业代号: _____

职位代号: _____

工作地区代号: _____

平均月薪: _____

符合最低工资: _____

B. 求职人士申请空缺及索取<收集个人资料声明>的方法*

Method for application and job seekers to obtain a copy of Personal Information Collection Statement*

9. 电话By phone 传真By fax 邮寄By post
(如联络数据与A部份不同, 请填写此部份 If information is different from Part A, please fill in this part:
Miss/Ms/Mr _____ 小姐/女士/先生 职位Post Title: _____
电话Tel: _____ 传真Fax: _____ 地址Address: _____

C. 空缺资料 Vacancy Information

(请尽量以中、英双语填写 Please complete in both English and Chinese as far as possible)

10. 职位名称 Job Title*: (中文) _____ (English) _____
11. 工作地区 Working Location*: _____ 12. 空缺数目 No. of Vacancy*: _____
13. 主要职责 Major Job Duties*: _____

(中文):
(English):

14. 工作性质 Job Nature¹*: 全职 Full Time 兼职 Part Time

15. 聘用形式 Contract of Employment²*:

长工 Permanent 临时工 Temporary (聘用期 Employment Period) 由 From _____ 至 To _____

16. 工作时间 Working Hours*:

工作日 Day of Week	工作时间 Working Time
星期____ - ____ (e.g. Mon to Fri)	上/下午 ____ : ____ (am/pm) - 上/下午 ____ : ____ (am/pm) 及/或 and/or
星期____ (e.g. Sat)	上/下午 ____ : ____ (am/pm) - 上/下午 ____ : ____ (am/pm)

17. 需轮班工作 Shift Duty: 日间轮班 Day Shift / 夜间轮班 Night Shift / 不定 Not Specified

18. 到任日期 Date Available*: 实时 Immediate / 一个月 1 month notice / 两个月 2 months notice / 三个月 3 months notice

D. 聘用条款 Terms of Employment

19. 基本薪金 Basic Salary*: 每月 / 周 / 日 / 小时 / 件 Per month / week / day / hour / piece \$ _____

20. 每周工作时数 Total Working Hours per week*: _____ 小时 hour

21. 预计每月总工时 Estimated total working hours per month*: _____ 小时 hour

22. 预计每月总工资 Estimated total wage per month*: \$ _____

23. 预计每小时工资 Estimated wage per hour*: \$ _____

24. 双粮 Double Pay*: 是 Yes / 否 No

25. 佣金 Commission*: 是 Yes / 否 No

26. 五天工作 5-day work*: 是 Yes / 否 No

27. 弹性上班时间 Flexible working hours*: 是 Yes / 否 No

28. 休息日 Rest Day*: 固定时间 Fixed: 逢星期 every _____ 须轮休 Non-fixed

29. 福利及津贴 Benefits and Allowance:

年假 Annual Leave: _____ days 银行假期 Bank Holiday 劳工假期 Labour Holiday 花红 Bonus

勤工奖金 Good attendance bonus 年终奖金 Year-end bonus 医疗福利 Medical Benefits 其他 Others: _____

E. 职位要求 Job Requirements

30. 工作经验 Working Experience: _____ 年 years 31. 资历要求 Qualification Requirement: _____

32. 语文 Language:

请注明要求水平 ①良好, ②一般, ③不需要 Please state the required level ①Good, ②Average, ③Not necessary

会话 Ability to speak: 广东话 Cantonese _____ 英语 English _____ 普通话 Putonghua _____
 其他 Other _____

读写 Ability to read & write: 中文 Chinese _____ 英文 English _____ 其他 Other _____

33. 计算机软件 Computer Skills: 字处理 MS Word 电子表格 MS Excel 其他 Other _____

34. 其他入职要求 Other Requirements (例如: 证书、执照等 e.g. certificate, license)

(请尽量以中、英双语填写 Please complete in both English and Chinese as far as possible)

(中文):
(English):

35. 欢迎以下人士申请职位空缺 Please indicate if the following persons are welcome for the post:

较年长人士 Mature Persons 新来港人士 New Arrivals 两者皆可 Both are welcome

36. 你从何途径得知此招聘服务 From which channel(s) do you know of this recruitment service:

<input type="checkbox"/> 报章/杂志 Newspaper/Magazine	<input type="checkbox"/> 电视 TV	<input type="checkbox"/> 电台 Radio	<input type="checkbox"/> 巴士 Bus	<input type="checkbox"/> 港铁/轻铁 MTR/Light Rail	<input type="checkbox"/> 户外广告牌 Outdoor Billboard	<input type="checkbox"/> 网站/互联网 Internet/Website
<input type="checkbox"/> 「起步站」网页 Website of "Smart Starter"	<input type="checkbox"/> 雇员再培训局通讯 ERB newsletter	<input type="checkbox"/> 海报/单张 Poster/Leaflet	<input type="checkbox"/> 培训机构 Training Bodies	<input type="checkbox"/> ERB职员 ERB Staff		
<input type="checkbox"/> ERB服务中心 ERB Service Centres	<input type="checkbox"/> 社福机构/非牟利机构 Social Organisation / NGOs	<input type="checkbox"/> 朋友 Friends	<input type="checkbox"/> 政府部门 Government Department	<input type="checkbox"/> 其他 Others		

¹ 每星期工作30小时或以上为全职, 少于30小时为兼职。

Job vacancy with less than 30 working hours per week will be defined as Part-time job, otherwise it will be regarded as Full-time job.

² 聘用期达12个月或以上属长工, 少于12个月者则为临时工。

Employment period of 12 months or above will be defined as permanent basis, otherwise it will be regarded as temporary basis.

F. Declaration 声明

1. 本公司 / 本人声明提交的职位空缺的招聘条件、入职要求(包括语文能力要求)及 工作内容等, 及其往后之修改(如有), 皆与有关职位相关并有理有据, 且没有违反《性别歧视条例》、《残疾歧视条例》、《家庭岗位歧视条例》或《种族歧视条例》。本公司 / 本人明白, 若明知而作出或罔顾实情地作出上述陈述, 而该陈述在要项上属虚假或有误导性, 即属违法及可被检控罚款。
2. 本公司 / 本人保证会按照《最低工资条例》的规定, 就任何工资期支付不少于法定最低工资水平的工资予受聘于此职位空缺并受《最低工资条例》涵盖的人士。
3. 本公司 / 本人保证填补职位空缺的人士会是本公司 / 本人的直接雇员, 并受《雇佣条例》保障, 以及本公司 / 本人所进行的一切活动皆为合法。
4. 本公司 / 本人会为雇员购买劳工保险。
5. 本公司 / 本人会为雇员加入注册强积金计划 (如适用)。
6. 本公司 / 本人不会以任何方式或名目, 无论是提供服务或培训、售卖货物、介绍其他服务、作出金钱保证等, 试图获取求职人士的金钱或其他利益。
7. 本公司 / 本人已阅读此职位空缺登记表格的「须知」, 并同意遵守有关条款。
8. 如本公司 / 本人销售的投资产品受证券及期货事务监察委员会(证监会)《证券及期货条例》所规管, 本公司必须为证监会合法的持牌人/注册机构 (如适用)。
9. 本公司 / 本人明白雇员再培训局刊登上述职位空缺并不构成雇员再培训局已认同该职位空缺已完全符合上述《最低工资条例》及其他条例的所有规定。本公司 / 本人有责任确保有关职位空缺条件符合上述《最低工资条例》及其他条例所载规定。

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 shall comply with requirements stipulated in the Minimum Wage Ordinance of which wages payable to employee(s) of the post, to whom the ordinance applies, in respect of any wage period should be no less than the Statutory Minimum Wage (SMW) rate.
3. The job applicant(s) to fill the post advertised in the "Smarter Starter"/ERB is/are our company/my direct employee(s). The employee(s) is/are under the protection of the Employment Ordinance and all activities carried out by our company / I are lawful;
4. An Employees' Compensation Insurance Policy is taken out to cover the employee(s).
5. Arrangement for the employee(s) to join a registered MPF scheme will be made (if applicable).
6. Our company / I will not solicit money or other advantages in any form or under any title, no matter for reasons of provision of services or training, selling of goods, referral of service, guarantee deposit and so on from job seekers.
7. Our company / I have read the Points to Note of this vacancy registration form, and agree to follow the terms and conditions.
8. Our company / I will not engage in selling of investment products which are regulated by the Securities and Futures Commission Ordinance, Securities and Futures Commission (SFC), unless our company is a SFC Licensed Person/ Registered Institution (if applicable).
9. Our company / I understand that the acceptance and display of this job order by the "Smarter Starter"/ERB should by no means be construed as the job order has fully complied with requirements of the above-mentioned Minimum Wage Ordinance and other ordinances. Our company / I shall be responsible for ensuring that the terms of the post concerned are in line with the above-mentioned Minimum Wage Ordinance and other ordinances.

我已细阅读「声明」及「须知」, 并清楚明白其内容。以上填报数据均真确无误。

I hereby declare that I have read and consent to the "Declaration" and "Points to Note" and the information provided here is complete and true.

我已阅读及了解「声明」及「须知」内有关收集、使用及提供个人资料的条文, 并同意「起步站」/雇员再培训局使用我的个人资料向本人提供该局的有关信息。

I have read and understand the clauses regarding collection, use and provision of personal data under the "Declaration" and "Points to Note", and agree to the use of my personal data by the "Smart Starter"/ERB for sending to me Relevant Information of the ERB.

公司代表/雇主姓名 Name of Company Representative / Employer: _____
(正楷全名 Full name in block letters)

签署 Signature : _____

日期 Date : _____

空缺登记表格 Vacancy Registration Form

须知 Points to Note

A. 须知 Points to Note

1. 在填写本表格前，你必须保证填补职位空缺的人士会是你 / 贵公司的直接雇员，并受《雇佣条例》保障，以及你 / 贵公司所进行的一切活动皆为合法。此外，你亦须确保所提供的数据均为真确无讹，并按实际招聘需要向本局提交职位空缺。
2. 空缺的登记有效期为一个月，「起步站」在收到你 / 贵公司提交的职位空缺登记表格后会尽快处理。当空缺处于处理阶段或登记有效期内，你无须重复提交相同的职位空缺申请。若你的联络数据或雇用条件有所变更，或空缺已被填补，请立即传真或致电通知「起步站」。
3. 当你使用「起步站」的职位空缺登记服务时，你必须持有有效期不少于两个月的相关证明文件(如商业登记证、学校及/或团体注册证明书、安老院牌照等)。如以私人身分提交的职位空缺，必须提交住址证明，并保证填补空缺的人士及其职责，并非用作经营业务。「起步站」有权可能会要求你 / 贵公司出示其他有关资料或文件（如工伤补偿保险、公司/客户地址证明等）。如数据不足，「起步站」将不会处理该职位空缺登记。
4. 「起步站」不会接纳有可疑成份的职位空缺，包括但不限于以下性质的空缺：
 - (a) 无直接雇佣关系
 - (b) 涉及不合法经营
 - (c) 涉及不道德的交易
 - (d) 无底薪或薪金远低于市价
 - (e) 附带歧视条件
5. 你 / 贵公司所提交有关此职位空缺的招聘条件、入职要求及工作内容，皆不可以违反《性别歧视条例》、《残疾歧视条例》、《家庭岗位歧视条例》或《种族歧视条例》。你应着重考虑职位的真正工作需要，并遵从有关消除歧视的雇佣实务守则，请勿填写求职人士性别、年龄或种族的限制或任何歧视成份的要求，否则，「起步站」将不会接纳和展示该空缺。查询请联络平等机会委员会，或浏览该会网站。
6. 你 / 贵公司不可以任何方式或名目，无论是提供服务或培训、售卖货物、介绍其他服务、作出金钱保证等，试图获取求职人士的金钱或其他利益。此外，「起步站」不会接纳和展示涉及职前或无薪培训的职位空缺。
7. 根据《雇员补偿条例》的规定，所有雇主必须为其所有雇员（包括全职及兼职雇员）投购工伤补偿保险，以承担雇主在《雇员补偿条例》及普通法方面的工伤补偿责任。
8. 为配合《种族歧视条例》的实施，请尽量以中英双语填妥所需数据。
9. 请按职位空缺的真正需要设定语文能力要求，采纳较宽松的要求可吸引更多求职者，包括少数族裔人士，申请你 / 贵公司的空缺，有助你 / 贵公司更快找到适合人选。
10. 当你 / 贵公司收集求职人士的个人资料时（如履历表），须遵守《个人资料（私隐）条例》，公开公司名称及提供让求职人士索取 <收集个人资料声明>的联络人和联络方法。详情请联络个人资料私隐专员公署，或浏览该署网页。
11. 你 / 贵公司必须按照《最低工资条例》的规定，就任何工资期支付不少于法定最低工资水平的工资予受聘于此职位空缺并受该条例涵盖的人士。如贵公司所提交职位空缺的工资水平未能符合最低工资的要求，「起步站」将不会接纳及展示该空缺。有关法例详情及条例为残疾人士提供的特别安排，请联络劳工处，或浏览其网页。
12. 在面试时，请你小心查核求职人士的身份证明文件，以确定其可否合法受雇在香港工作，详情可联络入境事务处，或浏览其网页。面试后亦应将结果尽早通知求职人士。
13. 你 / 贵公司须为雇员加入注册强积金计划（如适用）。
14. 如以家居雇主身分聘请家务助理、陪月员或婴幼儿照顾员的空缺，请使用本局「乐活一站」(www.erb.org/smartliving) 或「陪月一站」(www.erb.org/smartbabycare)服务。
15. 「起步站」有权编辑和修改空缺的内容，并有权决定是否处理和展示你所提供的职位空缺。
16. 「起步站」有权就投诉及其他涉嫌违规事件采取任何适当行动，包括但不止于暂停刊登你 / 贵公司的所有职位空缺以作调查，并有权于调查后决定是否恢复展示有关空缺及是否继续为你 / 贵公司提供招聘服务。

1. Before you fill in this form, you have to guarantee that the person recruited for the post is a direct employee of you / your company and would be come under the protection of the Employment Ordinance. You must also ensure that all activities carried out by you / your company are lawful and the information provided in the form(s) is true, correct and based solely on genuine recruitment needs.
2. Each vacancy order will remain valid for 1 month. The "Smart Starter" will upon receipt process your / your company's vacancy registration form as soon as possible. You are requested not to submit the same vacancy during the vacancy processing stage or when the vacancy registration is still valid. If you have changed your contact means/terms of employment, or the vacancy is filled, please notify the "Smart Starter" by fax or phone immediately.
3. Employers are required to produce the documentary proof (e.g. Business Registration Certificate, School/Corporation Certificate, License of Residential Care Home for the Elderly, etc) with validity not less than 2 months for using our job vacancy registration service. If you submit a vacancy order in your personal capacity, you have to produce residential proof, and guarantee that the job applicant(s) to fill the post and job duties are not for the purpose of carrying on a business. You may be requested to produce relevant document(s) (e.g. Employees' Compensation Insurance Policy and address proof, etc). If you fail to do so, we will not process or display your vacancy order.
4. The "Smart Starter" will not accept vacancy orders of dubious nature. These include, but are not limited to, vacancies with :
 - (a) no direct employment relationship
 - (b) illegal operation
 - (c) immoral dealings
 - (d) no basic salary or salary well below market rate
 - (e) discriminatory terms
5. 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 genuine job requirements of the post and follow the relevant 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 will not accept or display your vacancy order. For enquiries, please contact the Equal Opportunities Commission or visit its website.

6. You / your company must not solicit money or other advantages in any form or under any title, no matter for reasons of provision of services or training, selling of goods, referral of service, guarantee deposit and so on from job-seeker(s). We will not process or display any vacancy orders which involve pre-employment or unpaid training.
7. 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 sustained by their employees (including full-time and part-time employees).
8. To facilitate the implementation of Race Discrimination Ordinance, please complete the form in both Chinese and English as far as possible.
9. Please take into account the genuine job need when setting the language requirement for your vacancy. Adopting a more relaxed requirement could open up your vacancy to a larger pool of candidates, including the ethnic minorities, and help you find the right candidate more speedily.
10. When you collect personal data from job seekers (e.g. 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 or visit its website.
11. You / your company should pay the employee(s), to whom the Minimum Wage Ordinance applies, hired to fill this post wages no less than the Statutory Minimum Wage (SMW) rate as specified in the Ordinance. If the post wages are less than the SMW rate, we will not accept or display your vacancy order. For details of the Ordinance and special arrangement for persons with disabilities, please contact the Labour Department or visit its website.
12. During job interviews, you should check carefully the identity documents of the job seekers, and ascertain that they are lawfully employable in Hong Kong when job offers are made. (For details, please contact the Immigration Department or visit its website.) You should also inform job seekers of the interview results as soon as possible.
13. You / your company should arrange for the employee(s) to join a registered Mandatory Provident Fund (MPF) scheme (if applicable).
14. If you wish to recruit domestic helpers, post-natal care helpers or infant and child care helpers as domestic employer, please use the services of Smart Living (www.erb.org/smartliving) or the Smart Baby Care (www.erb.org/smartbabycare).
15. "Smart Starter" reserves the right to edit and revise contents of the vacancy orders; and refuse to process or display any vacancy orders provided by you as appropriate.
16. "Smart Starter" reserves the right to take any appropriate action, including but not limited to suspension of the display of all your vacancies for investigation of complaints and other suspected irregularities, and the right to decide whether to resume the display of the vacancies and the provision of recruitment services after the investigation.

B. 资料用途的声明 Statement of Purposes for Data Collection

1. 收集资料的目的

- i) 你在职位空缺登记表格上所填写及向「起步站」提供的个人资料，将交由「起步站」、雇员再培训局（本局）及/或相关的培训中心为你提供转介服务、或作统计或意见调查之用。这些数据是你在自愿情况下提供。但如资料不足，则「起步站」、本及/或相关培训中心可能无法为你介绍求职人士。
- ii) 「起步站」/本局可能会使用你的个人资料（包括但不限于姓名、地址、电邮地址及电话号码），以电邮、短讯、邮件及电话等方式向你提供有关推广本局课程、服务、活动和设施的相关信息（「有关信息」）。「起步站」/本局可能把你的个人资料提供予本局委托的机构作相关之用途。

2. 数据的转移

在转介求职人士给你时，「起步站」/本局可能需要向求职人士、本局相关的培训机构，及/或其他机构包括劳工处(如适用)提供上述数据。

3. 查阅个人资料

- i) 你有权要求查阅你的个人资料及更正有关资料。你亦可要求获得一份该等数据记录的复本。本局可向索取个人资料复本的申请人收取费用。
- ii) 如欲查询有关职位空缺登记表格内提供的个人资料记录、申请查阅、更正有关数据，及/或取消本局把你的个人资料作直接推广用途，可随时向登记空缺的「起步站（九龙东）」（九龙观塘开源道71号王子大厦8楼；传真：2713 8091；电话：2715 4593）或「起步站（九龙西）」（九龙太子大南街138号地下；传真：2381 8055；电话：2397 1792）提出。

1. Purpose of Collection

- i) The personal data as provided by you to the "Smart Starter" or by means of the Vacancy Registration Form will be used by the "Smart Starter, the Employees Retraining Board (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.
- ii) The "Smart Starter"/ERB may use your personal data (including, but not limited to, name, address, email address and telephone number) for sending to you 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. Your personal data may be transferred to companies commissioned by the "Smart Starter"/ERB for such purposes.

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 Training Bodies under Manpower Development Scheme 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

- i) You have a right of access and correction in respect of your personal data. Your right of access includes the right to obtain a copy of record of your personal data. The ERB may collect a fee from you for a copy of your personal data.
- ii) Enquiries concerning your personal data collected by means of Vacancy Registration Form including the making of access, corrections, and/or cancel the use of your personal data for direct marketing purposes, may be sent to the respective "Smart Starter" office of "Smart Starter (Kowloon East) (8/F, Wong Tze Building, 71 Hoi Yuen Road, Kwun Tong, KLN; Fax: 2713 8091; Tel: 2715 4593) or "Smart Starter (Kowloon West) (G/F, 138 Tai Nan Street, Prince Edward, KLN; Fax: 2381 8055; Tel: 2397 1792).