

Centre for Advances in Reliability and Safety Limited (CAiRS)

產品可靠性暨系統安全研發中心有限公司

JOB APPLICATION FORM 職位申請表

NOTES TO APPLICANTS 注意事項

- Please return the completed application form, together with a detailed curriculum vitae, to the Centre for Advances in Reliability and Safety Limited (CAiRS) by email to careers@cairs.hk.
請將填妥之申請表格及詳細履歷發送電郵至 careers@cairs.hk。
- Please attach a copy of the certificate(s), transcript(s) and other relevant document(s) to support information given in your application. Please combine all documents into one attachment in "pdf" format.
申請人須隨申請表夾附所有證書、成績單及其他有關文件的副本，以證明申請表內所填報的資料正確無誤。請將所有文件合併成一個「PDF」格式檔案。
- All information given in this form will be treated in **STRICT CONFIDENCE**.
所有申請資料將**絕對保密**。
- The personal data in relation to your application will be used by CAiRS to assess your suitability for assuming the position you are applying for, and to determine the remuneration and benefits package, if applicable. It may be provided to departments/offices, and/or any internal/external assessors, where applicable, authorised by CAiRS to process the information for purposes relating to the collection of such information.
產品可靠性暨系統安全研發中心有限公司在招聘職員時所收集的個人資料，將會用作評估申請人是否適合擔任所申請的職位。如有需要，有關資料可能會送交負責處理有關資料的部門/辦事處及/或其他評審員，以辦理與招聘有關的事宜。
- All unsuccessful applications will be disposed of as soon as practicable and not later than six months after completion of the relevant recruitment exercises.
落選者的申請表會於招聘過程完成後六個月內盡快銷毀。
- Provision of full and complete information in your application and completion of all items on the application form is obligatory for selection purposes. Failure to provide these data may affect the processing and outcome of your application.
申請人必須填妥職位申請表上所有項目及提供完整資料，以便進行評選。申請人如不提供此等資料，可能會對申請程序及結果構成影響。
- Under the Personal Data (Privacy) Ordinance, you may request for access to, and/or correction of your personal data in relation to your application. If you wish to do so, please write to the Centre Director of CAiRS by email to info@cairs.hk.
根據《個人資料(私隱)條例》，申請人可要求查閱及/或改正所填報的個人資料。如欲行使這項權利，請發送電郵至 info@cairs.hk 產品可靠性暨系統安全研發中心有限公司中心總監。

Post applied for 申請職位名稱		Post Ref. No. 申請職位編號	
I learned of this vacancy from 從何處得悉此職位空缺	CAiRS Website <input type="checkbox"/> / JobsDB <input type="checkbox"/> / LinkedIn <input type="checkbox"/> / HKSTP Talent Pool <input type="checkbox"/> / PolyU HRO or FEng website <input type="checkbox"/> / JIIS <input type="checkbox"/> Others, please specify:		

I PERSONAL PARTICULARS 個人資料

Name in English 英文姓名	Surname 姓氏	Given Name (in full) 名字	
Name in Chinese (if applicable) 中文姓名 (如適用)		Title 稱謂	*Dr / Mr / Mrs / Ms / Miss *博士/先生/夫人/女士/小姐
Nationality 國籍		*HKID Card Holder <input type="checkbox"/> / IANG Visa <input type="checkbox"/> / Work Visa <input type="checkbox"/> 香港身份證持有人 <input type="checkbox"/> / IANG 簽證 <input type="checkbox"/> / 工作簽證 <input type="checkbox"/>	
*HKID Card / Passport No. *香港身份證 / 護照號碼		Telephone No. 電話號碼	
Correspondence Address 通訊地址		Email Address 電郵地址	

II ACADEMIC QUALIFICATION (in chronological order) 學歷 (按獲取資格先後順序列出)

Qualification Attained (Specify subjects and grades) 所達學歷 (請列明所修科目及成績等級)	Conferring Institution 頒授學院	Date of Award (Month/Year) 獲取日期 (月/年)

III PROFESSIONAL QUALIFICATION AND LICENCE (in chronological order)
專業資格及牌照 (按獲取資格先後順序列出)

Professional Qualification Attained/Licence 所達專業資格/牌照	Conferring Organisation 頒授機構	How was it obtained (e.g. by examination) 如何獲取 (例如: 考試)	Date of Award (Month/Year) 獲取日期 (月/年)

IV APPOINTMENTS HELD (in chronological order)
現任職位及過去工作經驗 (按任職先後順序列出)

Date (Month/Year) 日期 (月/年)		Organisation 機構	Post Title and Nature (For part-time appointment, please specify) 職銜及工作性質 (如屬兼職, 請註明)
From 由	To 至		

V PUBLICATION RECORDS (in chronological order)
出版記錄 (按先後順序列出)

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VI FURTHER DETAILS ON PRESENT/MOST RECENT EMPLOYMENT**有關現時 / 最近期聘用資料**

Earliest available date 最早上任日期	
* Present / Last Monthly Salary (HK\$) x () months per year * 現職/近期職位每月薪酬 (港幣)x ()月/每年	
Date of last salary revision 最近之薪酬調整日期	
Other allowances (please specify nature of each allowance and amount) 其他津貼(請註明所領取每類津貼之名稱及金額)	
Expected monthly salary (HK\$) 要求每月薪酬 (港幣)	
Staff Number *Former CAiRS staff / Serving CAiRS staff 職員號碼 *CAiRS前任僱員 / CAiRS現任僱員	

VII OTHER INFORMATION**其他資料**

1. Have you ever been convicted of any criminal offences in Hong Kong or other places? *Yes / No 你有否曾因任何罪行被定罪 (不論在香港或其它地方)? *是 / 否			
2. Do you have a close relationship with the Board of Directors or serving staff of CAiRS (e.g. spouse, relative, close friend, former colleague)? *Yes / No 你是否與任何董事會成員或 CAiRS 現任僱員有密切關係(例如：配偶、親屬、密友、前同事)? *是 / 否			
If yes, please provide details below: 如是，請提供以下資料：			
Name 姓名	Post 職位	Department 部門	Relationship 關係

VIII REFEREE (The referee should be your current or recent employer.)**諮詢人 (諮詢人需為申請人之現職或近期僱主)**

Name 姓名	
Post Title and Organisation 職銜及機構	
* Correspondence Address / Email Address / Fax No. * 地址 / 電郵地址 / 傳真	
Your relationship with the referee 與諮詢人關係	Telephone No. 電話號碼

IX DECLARATION**聲明**

1. I declare that the information given above is true, accurate and complete to the best of my knowledge. I understand that if I give any false information or withhold any relevant information, I shall render myself liable to disqualification for appointment or dismissal after appointment by the Centre for Advances in Reliability and Safety Limited. 本人謹聲明以上提供之資料全屬確實無訛。本人明白倘若填寫本申請表時虛報資料或隱瞞重要事實，可令本人喪失獲產品可靠性暨系統安全研發中心有限公司錄用的資格；即使已獲錄用，亦可遭終止聘用。	
2. In connection with my application for the above-mentioned post, I hereby authorise the Centre for Advances in Reliability and Safety Limited to seek information from the above referee *upon receipt of my application / only after the Centre for Advances in Reliability and Safety Limited has offered an appointment to me. 就本人所申請之職位，本人現授權產品可靠性暨系統安全研發中心有限公司 *現時/在與本人商討提出聘用後，向上列之諮詢人索取有關本人之個人資料。	
Signature: 簽署:	Date: 日期:
Name: 姓名:	