

職位空缺登記表格 (只供職業介紹所填寫)
Vacancy Registration Form (For employment agency only)

(*為必須填寫資料並請在適當的方格□內 ✓ Field with * must be filled in. Please put ✓ in suitable box □.)

A. 職業介紹所資料 Employment Agency's Information

1. 職業介紹所名稱 Name of Employment Agency*:
(中文) _____ (English) _____
2. 職業介紹所牌照號碼 Employment Agency License no.*: _____ 3. 有效期至Expiry date*: _____
4. 地址Address*:(中文) _____
(English) _____
5. 行業Industry*: _____ 6. 員工人數No. of staff*: _____
7. 網址Website: _____
8. 聯絡人 Contact Person:
1. 主要聯絡人 Main Contact Person* (預設為空缺申請及索取 <收集個人資料聲明> 的聯絡人 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 職位Post Title *: _____
電話Tel*: _____ 傳真Fax: _____ 電郵Email: _____
2. 其他聯絡人 Other Contact Person
Miss/Ms/Mr _____ 小姐/女士/先生 職位Post Title *: _____
電話Tel*: _____ 傳真Fax: _____ 電郵Email: _____

只供職員填寫

僱主編號:

空缺編號:

收表日期

行業代號:

職位代號:

工作地區代號:

平均月薪:

符合最低工資:

B. 求職人士申請空缺及索取<收集個人資料聲明>的方法*

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

9. 郵寄By post 傳真By fax 電話By phone
(如聯絡資料與A 部不同, 請填寫此部份 If information is different from Part A, please fill in this part :
Miss/Ms/Mr _____ 小姐/女士/先生 職位Post Title: _____
電話Tel*: _____ 傳真Fax: _____ 電郵Email: _____
地址Address: _____

C. 空缺資料 Vacancy Information

(請盡量以中、英雙語填寫 Please complete in both English and Chinese as far as possible)

- 10a. 行業性質 Business Nature*: _____
- 10b. 職位名稱 Job Title*:(中文) _____ (English) _____
11. 工作地區 Working Location*: _____ 12. 空缺數目 No. of Vacancy*: _____
13. 主要職責 Major Job Duties*:

(中文):

(English):

14. 工作性質 Job Nature¹*: 全職 Full Time 兼職 Part Time
15. 聘用形式 Contract of Employment²*:
 長工 Permanent
 臨時工 Temporary (聘用期 Employment Period) 由 From _____ 至 To _____

¹ 每星期工作30小時或以上為全職, 少於30小時為兼職。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 聘用期達12個月或以上屬長工, 少於12個月者則為臨時工。Employment period of 12 months or above will be defined as permanent basis, otherwise it will be regarded as temporary basis.

16. 工作時間 Working Hours*:

工作日 Day of Week	工作時間 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. 需輪班工作 Shift Duty: 日間輪班 Day Shift / 夜間輪班 Night Shift / 不定 Not Specified

18. 到任日期 Date Available*: 即時 Immediate / 一個月 1 month notice/ 兩個月 2 months notice / 三個月 3 months notice

D. 聘用條款 Terms of Employment

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

20. 每週工作時數 Total Working Hours per week*: _____ 小時 hour

21. 預計每月總工時 Estimated total working hours per month*: _____ 小時 hour

22. 預計每月總工資 Estimated total wage per month*: \$ _____

23. 預計每小時工資 Estimated wage per hour*: \$ _____

24. 雙糧 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. 彈性上班時間 Flexible working hours*: 是Yes/否No

28. 休息日 Rest Day*: 固定時間 Fixed: 逢星期every_____ 須輪休 Non-fixed

29. 福利及津貼 Benefits and Allowance:

 年假Annual Leave: _____ days 銀行假期Bank Holiday 勞工假期Labour Holiday 花紅Bonus 勤工獎金Good attendance bonus 年終獎金Year-end bonus 醫療福利Medical Benefits 其他Others: _____**E. 職位要求 Job Requirements**

30. 工作經驗 Working Experience: _____ 年 years 31. 學歷要求 Qualification Requirements: _____

32. 語文 Language:

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

會話Ability to speak: 廣東話 Cantonese _____ 英語 English _____ 普通話 Putonghua _____
 其他 Other _____讀寫Ability to read & write: 中文Chinese _____ 英文 English _____ 其他 Other _____33. 電腦軟件Computer Skills: 文書處理 MS Word 試算表 MS Excel 其他 Other _____

34. 其他入職要求Other Requirements (例如: 證書、執照等e.g. certificate, license)

(請盡量以中、英雙語填寫 Please complete in both English and Chinese as far as possible)

(中文):
(English):

35. 歡迎以下人士申請職位空缺 Please indicate if the following persons are welcome for the post:

 較年長人士 Older Adults 殘疾及工傷康復人士 Persons with disabilities and persons recovered from work injuries 新來港人士 New Arrivals 少數族裔人士 Ethnic Minorities

36. 你從何途徑得知此招聘服務 From which channel(s) do you know this recruitment service:

<input type="checkbox"/> 報章/雜誌 Newspaper/ Magazine	<input type="checkbox"/> 電視TV	<input type="checkbox"/> 電台Radio	<input type="checkbox"/> 巴士Bus	<input type="checkbox"/> 港鐵/輕鐵 MTR/Light Rail	<input type="checkbox"/> 戶外廣告牌 Outdoor Billboard	<input type="checkbox"/> 網站/互聯網 Internet/ Website
<input type="checkbox"/> LOOK@erb/ 活亮人生 ERB newsletter	<input type="checkbox"/> 展覽/宣傳攤位 Exhibition/ Booth	<input type="checkbox"/> 海報/單張 Poster/Leaflet	<input type="checkbox"/> ERB課程總覽 ERB Prospectus	<input type="checkbox"/> ERB職員 ERB Staff	<input type="checkbox"/> ERB服務中心 ERB Service Centres	<input type="checkbox"/> ERB培訓顧問 ERB Training Consultants
<input type="checkbox"/> 培訓機構 Training Bodies	<input type="checkbox"/> 政府部門 Government Department	<input type="checkbox"/> 社福機構/非牟利機構 Social Organization / NGOs	<input type="checkbox"/> 朋友Friends	<input type="checkbox"/> 其他Others		

F. Declaration 聲明

1. 本公司聲明提交的職位空缺的招聘條件、入職要求(包括語文能力要求)及工作內容等，及其往後之修改(如有)，皆與有關職位相關並有理可據，且沒有違反《性別歧視條例》、《殘疾歧視條例》、《家庭崗位歧視條例》或《種族歧視條例》。本公司明白，若明知而作出或罔顧實情地作出上述陳述，而該陳述在要項上屬虛假或有誤導性，即屬違法及可被檢控罰款；
2. 本公司/本公司的客戶會按照《最低工資條例》的規定，就任何工資期支付不少於法定最低工資水平的工資予受聘於此職位空缺並受《最低工資條例》涵蓋的人士；
3. 本公司不會以任何方式或名目，無論是提供服務或培訓、售賣貨物、介紹其他服務、作出金錢保證等，試圖獲取求職人士的金錢或其他利益；
4. 本公司已閱讀此職位空缺表格的「須知」，並同意遵守有關條款；
5. 本公司 / 本人明白僱員再培訓局刊登上述職位空缺並不構成僱員再培訓局已認同該職位空缺已完全符合上述《最低工資條例》及其他條例的所有規定。本公司 / 本人有責任確保有關職位空缺條件符合上述《最低工資條例》及其他條例所載規定。

1. Our company 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 understand that our company commit an offence and will be liable on conviction to a fine if our company knowingly or recklessly make a statement which in a material respect is false or misleading;
2. Our company/our clients 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. Our company 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.
4. Our company have read the Points to Note of this vacancy registration form, and agree to follow the terms and conditions;
5. Our company / I understand that the acceptance and display of this job order by the 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.

我已細閱讀「須知」及「聲明」，並清楚明白其內容。以上填報資料均真確無誤。

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

我已閱讀及了解「須知」及「聲明」內有關收集、使用及提供個人資料的條文，並同意僱員再培訓局使用我的個人資料向本人提供該局的有關資訊。

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

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

簽署 Signature : _____

日期 Date : _____

職位空缺登記表格 Vacancy Registration Form

須知 Points to Note

A. 須知 Points to Note

1. 職業介紹所交予本局的職位空缺如獲求職人士應徵，則無論是否已向本局登記，職業介紹所一律不得向應徵者收取任何費用。此外，職業介紹所亦不可向透過本局得知其個人資料的求職人士收取他們任何費用。
 2. 在填寫本表格前，你必須保證你／貴公司或你的客戶所進行的一切活動皆為合法。此外，你亦須確保所提供的資料均為真確無訛，並按實際招聘需要向本局提交職位空缺。
 3. 空缺的登記有效期為一個月，本局在收到你／貴公司提交的職位空缺登記表格後會盡快處理。當空缺於處理階段或登記有效期內，你無須重覆提交相同的職位空缺申請。若你的聯絡資料或僱用條件有所變更，或空缺已被填補，請立即傳真或致電通知本局的就業服務組。
 4. 當你使用本局的職位空缺登記服務時，你必須持有有效期不少於兩個月的職業介紹所牌照。本局有權可能會要求你／貴公司或你的客戶出示其他有關資料或文件（如商業登記證、工傷補償保險、公司／客戶地址證明等）。如資料不足，本局將不會處理該職位空缺登記。
 5. 你／貴公司不可以任何方式或名目，無論是提供服務或培訓、售賣貨物、介紹其他服務、作出金錢保證等，試圖獲取求職人士的金錢或其他利益。此外，本局不會接納和展示涉及職前或無薪培訓的職位空缺。
 6. 本局不會接納有可疑成份的職位空缺，包括但不限於以下性質的空缺：
 - (a) 無直接僱傭關係
 - (b) 涉及不合法經營
 - (c) 涉及不道德的交易
 - (d) 無底薪或薪金遠低於市價
 - (e) 附帶歧視條件
 7. 你／貴公司所提交有關此職位空缺的招聘條件、入職要求及工作內容，皆不可以違反《性別歧視條例》、《殘疾歧視條例》、《家庭崗位歧視條例》或《種族歧視條例》。你應著重考慮職位的真正工作需要，並遵從有關消除歧視的僱傭實務守則，請勿填寫求職人士性別、年齡或種族的限制或任何歧視成份的要求，否則，本局將不會接納和展示該空缺。查詢請聯絡平等機會委員會，或瀏覽該會網站。
 8. 為配合《種族歧視條例》的實施，請盡量以中英雙語填妥所需資料。
 9. 請按職位空缺的真正需要設定語文能力要求，採納較寬鬆的要求可吸引更多求職者，包括少數族裔人士，申請你／貴公司的空缺，有助你／貴公司更快找到適合人選。
 10. 當你／貴公司收集求職人士的個人資料時（如履歷表），須遵守《個人資料（私隱）條例》，公開公司名稱及提供讓求職人士索取〈收集個人資料聲明〉的聯絡人和聯絡方法。詳情請聯絡個人資料私隱專員公署，或瀏覽該署網頁。
 11. 你／貴公司或你的客戶必須按照《最低工資條例》的規定，就任何工資期支付不少於法定最低工資水平的工資予受聘於此職位空缺並受該條例涵蓋的人士。如貴公司所提交職位空缺的工資水平未能符合最低工資的要求，本局將不會接納及展示該空缺。有關法例詳情及條例為殘疾人士提供的特別安排，請聯絡勞工處，或瀏覽其網頁。
 12. 在面試時，請你小心查核求職人士的身份證明文件，以確定其可否合法受僱在香港工作，詳情可聯絡入境事務處，或瀏覽其網頁。面試後亦應將結果盡早通知求職人士。
 13. 職業介紹所應遵守從《個人資料（私隱）條例》的規定。求職人士的資料只可作職業介紹之用，而不應作其他用途。
 14. 職業介紹所應有專業操守，符合道德標準，不應損及本局的聲譽。
 15. 任何因個別求職人士、職業介紹所及僱主之間所作交易而引起的申索或債務事宜，本局概不負責。
 16. 職業介紹所如違反上述及其後公佈的守則，本局保留終止向有關職業介紹所提供服務的權利。同時，本局亦有權決定是否展示你所提供的職位空缺。
 17. 本局有權編輯和修改空缺的內容，並有權決定是否處理和將你所提供的職位空缺展示於本局的網站及其他宣傳途徑。
 18. 本局有權就投訴及其他涉嫌違規事件採取任何適當行動，包括但不止於暫停刊登你／貴公司的所有職位空缺以作調查，並有權於調查後決定是否恢復展示有關空缺及是否繼續為你／貴公司提供招聘服務。
1. Employment Agencies (EA) should not charge any fee or expenses from job seekers, irrespective of whether they are registrants of the ERB, responding to the vacancies they have submitted to the ERB; or from other job seekers whose particulars are made known to the EAs through the ERB.
 2. You have to guarantee that all activities carried out by you or your clients are lawful and the information provided in the form(s) is true, correct and based solely on genuine recruitment needs.
 3. Each vacancy order will remain valid for 1 month. The ERB 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 Placement Services Section of the ERB by fax or phone immediately.
 4. Employers are required to produce the documentary proof (e.g. Business Registration Certificate, Employment Agency Licence, etc) with validity not less than 2 months for using our job vacancy registration service. You or your client 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.
 5. 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
 6. The ERB 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
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 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.
 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 or your client 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. The EA should comply with the Personal Data (Privacy) Ordinance. Any information collected from job seekers should not be used for purposes other than the purpose of job introduction.
 14. The EA should conduct its service in a professional and ethical manner and should not bring the ERB into disrepute.
 15. The ERB will not be held responsible for any claims or liabilities arising from any dealings between individual job seekers, employment agencies and employers.
 16. The ERB reserves the right to terminate its service for any employment agency which does not comply with the above codes and any other codes announced later. We also reserve the right to post or not to post any vacancy provided by you
 17. The ERB reserves the right to edit and revise contents of the vacancy orders; and refuse to process or display any vacancy orders provided by you at the ERB website and other publicity channels as appropriate.
 18. The ERB 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. 資料用途的聲明 Statement of Purposes for Data Collection

1. 收集資料的目的

- i) 你在職位空缺登記表格上所填寫及向本局提供的個人資料，將交由本局及/或相關的培訓中心為你提供轉介服務、或作統計或意見調查之用。這些資料是你在自願情況下提供。但如資料不足，則本局及/或相關培訓中心可能無法為你介紹求職人士。
- ii) 本局可能會使用你的個人資料（包括但不限於姓名、地址、電郵地址及電話號碼），以電郵、短訊、郵件及電話等方式向你提供有關推廣本局課程、服務、活動和設施的相關資訊（「有關資訊」）。本局可能把你的個人資料提供予本局委託的機構作相關之用途。

2. 資料的轉移

在轉介求職人士給你時，本局可能需要向求職人士、本局相關的培訓機構，及/或其他機構包括勞工處(如適用)提供上述資料。

3. 查閱個人資料

- i) 你有權要求查閱你的個人資料及更正有關資料。你亦可要求獲得一份該等資料記錄的複本。本局可向索取個人資料複本的申請人收取費用。
- ii) 如欲查詢有關職位空缺登記表格內提供的個人資料記錄、申請查閱、更正有關資料，及/或取消本局把你的個人資料作直接推廣用途，可隨時致函香港柴灣小西灣道10號3至6樓，或傳真至：2311 1357，或致電：2311 8381，向本局就業服務組提出。

1. Purpose of Collection

- i) 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.
- ii) The 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 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 Placement Services Section by writing to 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong, or by fax to 2311 1357, or by phone at 2311 8381.