



康樂及文化事務署
Leisure and Cultural Services Department

只供本署職員填寫 For Official Use Only	
有效期 / Valid Until	
<input type="checkbox"/> 證書/Certificate:	
<input type="checkbox"/> 急救證書/First Aid Certificate:	
<input type="checkbox"/> 教練證/Coach Card:	

兼職導師/領隊/營務導師招募申請表

Application for Recruitment as a Part-time Instructors / Leaders / Camp Counsellors

(I) 個人資料

Personal Particulars

姓名：(英文) _____ (中文) _____ 性別#：男 女
Name (in English) (in Chinese) Sex # Male Female

身份證明文件號碼：_____ 年齡：_____ 出生日期：_____ 日 月 年
Identity Document No. Age Date of Birth Day Month Year

住址：(英文) _____
Address (in English)
(中文) _____
(in Chinese)

電話：(住宅) _____ (辦事處) _____ (流動電話) _____ 電郵地址：_____
Tel. No. (Home) (Office) (Mobile Phone) (Email Address)

教育程度 #：小學或以下程度 中學 大專或以上
Education # Primary or below Secondary Post-secondary or above

你是否香港特別行政區永久性居民？# 是 否
Are you a permanent resident of Hong Kong Special Administrative Region? # Yes No

可用語言授課 #：廣東語 普通話 英語 其他，請註明 _____
Courses can be conducted in # Cantonese Putonghua English Other, please specify

(II) 申請的康體活動名稱：(每張申請表只適用填寫一項康體活動)

Type of Sport / Activity Applying for : (Use ONE application form for each sport / activity)

(III) 申請項目的任教經驗/年資：

Previous Experience / Year of Service as instructor for the sport / activity applying for :

(IV) 申請項目的有關資歷 / Relevant Qualifications

證書 / 證件 Certificate / Document	發證機構 Issuing Organisation	簽發日期 Date of Issue 日 / 月 / 年 dd / mm / yyyy	有效日期至 Valid Until 日 / 月 / 年 dd / mm / yyyy

(V) 工作時間選擇 (可選擇多項)：請在適當方格內填上「✓」號。

Time Available for Service (More than one alternative is allowed): Please tick the appropriate box(es).

星期 Day	時間 Time	上午 7 時 - 中午 12 時 (7am-12nn)	中午 12 時 - 下午 6 時 (12nn-6pm)	晚上 6 時 - 11 時 (6pm-11pm)
星期一至五 Monday to Friday				
星期六 Saturday				
星期日及公眾假期 Sunday & Public Holidays				

請在適當方格內填上「✓」號。 Please tick the appropriate box(es)

(VI) (1) 服務分區選擇 (只可選三項)：請在方格內以數字(1-3)表示你希望服務的3個分區(1為首選)。

Districts preferred (Three alternatives are allowed): Please indicate in order of priority (1-3) in following box(es) (1 – most preferable).

- 香港島： 中西區 東區 南區 灣仔區
Hong Kong Island： Central & Western Eastern Southern Wan Chai
九龍： 九龍城區 觀塘區 深水埗區 黃大仙區 油尖旺區
Kowloon： Kowloon City Kwun Tong Sham Shui Po Wong Tai Sin Yau Tsim Mong
新界東： 北區 西貢區 沙田區 大埔區
New Territories East： North Sai Kung Sha Tin Tai Po
新界西： 離島區 葵青區 荃灣區 屯門區 元朗區
New Territories West： Islands Kwai Tsing Tsuen Wan Tuen Mun Yuen Long

(2) 服務場地選擇 (可選擇多項)：請在方格內以「✓」號表示可服務的場地。

Venues preferred (More than one choice is allowed): Please tick the appropriate box(es).

- 度假營及水上活動中心： 麥理浩夫人度假村 曹公潭戶外康樂中心 西貢戶外康樂中心 鯉魚門公園
Holiday Camps and Water Sports Centres： 賽馬會黃石水上活動中心 大美督水上活動中心 創興水上活動中心
 屯門康樂體育中心 聖士提反灣水上活動中心 赤柱正灘水上活動中心
Lady MacLehose Holiday Village Tso Kung Tam Outdoor Recreation Centre Sai Kung Outdoor Recreation Centre Lei Yue Mun Park
The Jockey Club Wong Shek Water Sports Centre Tai Mei Tuk Water Sports Centre Chong Hing Water Sports Centre
Tuen Mun Recreation & Sports Centre St. Stephen's Beach Water Sports Centre Stanley Main Beach Water Sports Centre

(VII) 聲明 Declaration：

- (1) 本人證實以上資料均屬正確。如有任何個人資料變更，本人會通知康樂及文化事務署體育工作人員發展組作出更正。

I confirm that all the above particulars are correct. If there is any change of the data, I shall inform the Sports Official Development Unit (SOD) of the Leisure and Cultural Services Department (LCSD) to update the record.

- (2) 為方便市民報名參加康體活動，本人現同意在有關活動的宣傳刊物或通告板上列出本人的姓名。

I hereby consent to the disclosure of my name in the publicity materials in the form of sports programmes in order to facilitate the general public's enrolment to those programmes.

- (3) 為方便進行操守(包括犯罪紀錄)審查，在康樂及文化事務署向本人提出聘任前，本人必須填妥「香港特別行政區政府職位申請書補充資料」表格所要求的資料及授權書，並交回招聘的辦事處。

For the purpose of integrity (including criminal records) checking before employment is offered to me by the LCSD, I am required to provide the requested information and the authorisation form as stipulated in the 'Supplementary Information for Application Form for Employment with the Government of the Hong Kong Special Administrative Region' and return the completed form to the recruiting office.

日期：
Date

申請人簽署：
Signature of Applicant

注意 Note

- 本署招募兼職導師/領隊/營務導師，是以備在有需要時向合資格人士提出聘任，協助推行各項康樂體育活動。現時本署非公務員合約僱員的服務年齡限制為65歲，因此在一般情況下，本署不會僱用65歲或以上人士出任兼職導師/領隊/營務導師。
LCSD maintains a Data Base for recruited part-time instructors / leaders / camp counsellors and would offer employment to them on a need basis to assist in conducting recreation and sports programmes. The age limit for service as Non-civil Service Contract staff in the Department is 65. Applicants aged 65 or above will generally not be considered for the posts of part-time instructors / leaders / camp counsellors.
- 請將填妥的表格連同導師/領隊/營務導師證書副本郵寄或連同證書正本親身交回康樂及文化事務署體育工作人員發展組(地址：新界沙田排頭街1至3號康樂及文化事務署總部三樓)。
Please return the completed form and bring along the original of instructor/leader/camp counsellor certificate(s) to the SOD of the LCSD or produce the photocopy of the certificate(s) by mail. (Address: 3/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, New Territories)
- 申請人提供的資料只供康樂及文化事務署康體活動兼職導師/領隊/營務導師的招募事宜及日後聯絡之用。你提供的個人資料除本署授權職員外，將不會提供予其他人士。如欲更正或索取載列在本表格內的個人資料，可與本署體育工作人員發展組職員聯絡。
The information provided will be used for application for recruitment as part-time instructors/leaders/camp counsellors of the LCSD and for future contact purposes. Apart from staff duly authorised by the Department, no one will be given access to your personal data. For correction of or access to personal data contained in this application, please contact our staff of the SOD Unit of the LCSD.
- 你就此申請提供個人資料，屬自願性質。你或需提供更多資料，以協助我們回應你的申請。如你未能提供足夠資料，本署可能無法處理你的申請。
The provision of the personal data for processing this application is voluntary. You may be asked to provide additional information to help us meet your request. The Department may not be able to process your application if you do not provide sufficient information.
- 如以郵寄方式遞交申請表格，投寄前請確保郵件上已貼上足夠郵資。本署不會接收任何郵資不足的郵件，而此等郵件將由香港郵政處理。有關郵費的計算，可參閱香港郵政網頁(http://www.hongkongpost.hk/tc/postage_calculator/index.html)。
To submit the application form by post, please make sure that all mail items bear sufficient postage. This Department will not accept any underpaid mail items and such items will be handled by the Hongkong Post. For calculation of postage, please refer to the Hongkong Post's website (http://www.hongkongpost.hk/en/postage_calculator/index.html).

查詢 Enquiries: 請電 2601 8874 與本署職員聯絡。 Please contact our staff on 2601 8874.

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Action	Date	Action by	Remarks
Application received			
Invitation for interview			
Date of interview			
Interviewer's recommendation: Recommended / Rejected			
Endorsement by appropriate authority			
Letter of notification			