



風采中學(教育評議會主辦)(余風采五堂會贊助)

2025 - 26 年度體育游泳課教練申請表

一、個人資料

英文姓名 (須與身份證/護照相同)	
姓氏	名字
中文姓名 (須與身份證/護照相同)	香港身份證號碼
通訊地址 (如與上址不同)	
聯絡電話	電郵地址

二、專業資格

機構名稱	所獲專業資格	頒發日期 (日/月/年)

三、工作經驗 (請由最近期資料開始填寫)

日期 (月/年)		機構名稱	全職/兼職	職位及工作性質
由	至			

四、期望薪酬

本人期望每小時薪酬為港幣 _____

五、聲明

<p>1. 如你的家庭成員或親屬在風采中學(教育評議會主辦)工作，請說明：</p> <p>姓名：_____ 職位：_____ 關係：_____</p>
<p>2. 如你的家庭成員或親屬正在風采中學(教育評議會主辦)就讀，請說明：</p> <p>姓名：_____ 職位：_____ 關係：_____</p>
<p>3. 你是否曾被裁定干犯刑事罪行，或正面對就你而展開的刑事法律程序？</p> <p><input type="checkbox"/>否 <input type="checkbox"/>是 如有，請註明</p>
<p>4. 你是否有任何「性罪行定罪紀錄」？</p> <p><input type="checkbox"/>否 <input type="checkbox"/>是 如有，請註明</p>

本人謹聲明在本申請表填報之資料正確無誤，亦無遺漏，並明白任何故意之虛報聲明將會導致本人被即時解僱。本人明白此申請表格及所附文件將根據風采中學(教育評議會主辦)訂明的《收集職位申請人個人資料聲明》的程序處理。

簽名 _____ 日期 _____

Personal Information Collection Statement for Job Applicants

Elegantia College (Sponsored by Education Convergence)

風采中學(教育評議會主辦)收集職位申請人個人資料聲明

1. Personal Data Privacy 個人資料私隱

It is Elegantia College (Sponsored by Education Convergence)'s ("the School", "we" or "our") policy to comply with the requirements of the **Personal Data (Privacy) Ordinance** (Cap. 486) of the Laws of the Hong Kong Special Administrative Region. Any personal data which is collected shall be handled in accordance with this Personal Information Collection Statement ("**PICS**"). This PICS may from time to time be revised, or otherwise changed where we deem necessary. If there is any inconsistency between the English and Chinese version of this PICS, the English version shall prevail.

風采中學(教育評議會主辦)(「本校」、「我們」或「我們的」)的政策是遵守香港特別行政區法例(第486章)《個人資料(私隱)條例》。任何已收集的個人資料將依循本收集職位申請人個人資料聲明(「聲明」)處理。若我們認為有必要時,本聲明可不時予以修訂或以其他方式予以更改。本聲明的英文與中文版本如有任何抵觸,概以英文版本為準。

2. Purposes of Collection of Personal Data 收集個人資料的目的

Your provision of all the personal data requested in this form is obligatory, except those items clearly marked as optional. The personal data collected from you will be used for purposes relating to your application for employment with the School (including any particular position(s) you applied for and/or such other vacancies which the School may have) and in the course of your proper performance of the job duties during employment with the School ("**Purpose**"). You must ensure that all personal data provided to the School are accurate, complete and up-to-date. If you fail to provide the required data or if the personal data provided is inaccurate or incomplete, your application may not be processed or the outcome of the application may be affected.

閣下必須填報申請書內要求提供的所有個人資料,但註明是可選擇是否填報的資料則屬例外。所有向閣下收集的個人資料將用於處理閣下於本校之職位申請(包括閣下所申請的任何個別職位及/或其他本校可能有空缺的職位)及於受僱後執行本校正常職務之用途。閣下須確保向本校提供準確、完整及最新的個人資料。如閣下未能提供所需資料,或所提供的個人資料不準確或不完整,可能影響該職位申請的處理和結果。

3. Disclosure and Security of Personal Data 個人資料之披露及保安

We will take all practicable steps to keep your personal data confidential but we may transfer/assign such data to any person to whom we are under an obligation to make disclosure under the requirements of any law binding on us.

Except as mentioned in the above paragraph, your personal data will be accessible only by designated staff members who are authorized to handle your personal data in the recruitment and selection process. Any persons designated to handle the personal data will be instructed to do so only in accordance with this PICS.

我們將採取一切可行步驟將閣下的個人資料保密,但我們可能會根據對本校具約束力的任何法律規定,將該等資料移轉/轉讓予本校有責任向其作出披露的任何人士。

除上述情況外,閣下的個人資料將只供獲校方授權於招聘及遴選程序中處理閣下的個人資料之員工審閱。任何被指派處理個人資料之人士須按指示遵照本聲明之規定行事。

4. Access and Correction of Personal Data 個人資料之查閱及改正

You may request access to and to correct personal data relating to you in any of our records after submission of the application form. A reasonable fee may be charged to you for processing any data access request. Any request for the correction of or access to personal data should be addressed in writing to the school secretary of the School.

閣下在提交申請表後,可要求查閱及改正在本校之任何紀錄中與閣下有關係的個人資料,而本校可能為此向閣下收取合理費用。任何查閱或改正個人資料之要求應以書面形式向本校的學校秘書提出。

5. Retention of Personal Data 個人資料之保留

We will keep your personal data only for as long as necessary to fulfill the Purpose for which the data was collected. Personal data of an unsuccessful applicant will normally be destroyed one month after rejection of the application.

我們會在為貫徹收集閣下的個人資料之目的所需之時間內保存該等資料。在一般情況下,未獲取錄申請人的個人資料將於其落選日期後1個月全部銷毀。