**工作體驗申請表範本**

**申請表 Application Form**

1. 請用黑色或藍色筆以**正楷**填寫本表格。 Please complete this form in **BLOCK LETTERS** using black or blue pen.
2. 請在適當方格填上「✓」號。 Please **tick** the appropriate box（es）.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **個人資料 PERSONAL PARTICULARS** | | | | | | | | | | | | | | | | | | | | | |
| **英文姓名**  **English Name** | | | | | | | | | | | | | | | | | | | **相片**  **Photo** | | |
| **中文姓名**  **Chinese Name** | | | | | | | **出生日期 ／ ／**  **Date of Birth D D ／ M M ／ Y Y Y Y** | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **香港身份證號碼**  **H.K.I.D. Card No.** |  |  |  |  |  |  |  |  | |  |  |  |  |  | **X** | **X** | **（X）** | | | | | | | | **居港年期 年**  **Length of residence in H.K. years** | | | | | | | | | | | |
| **流動電話**  **Mobile No.** | | | | | | | **性別**  **Gender** | | | * 男   Male | | | | | * 女   Female | | | |
| **族裔 Ethnic Origin** | | **宗教 Religion** | | | | | **居住地區 Living District** | | | | | | | | | | | | | | |
| * 華裔 Chinese | | * 佛教 Buddhism | | | | | * 葵青區 Kwai Tsing | | | | | | | | | * 黃大仙區 Wong Tai Sin | | | | | |
| * 菲律賓裔 Filipino | | * 天主教 Catholic | | | | | * 元朗區 [Yuen Long](https://en.wikipedia.org/wiki/Yuen_Long_District) | | | | | | | | | * 深水埗區 Sham Shui Po | | | | | |
| * 印度裔 Indian | | * 基督教 Christian | | | | | * 西貢區 Sai Kung | | | | | | | | | * 九龍城區 Kowloon City | | | | | |
| * 印尼裔 Indonesian | | * 印度教 Hindu | | | | | * 荃灣區 Tsuen Wan | | | | | | | | | * 油尖旺區 Yau Tsim Mong | | | | | |
| * 尼泊爾裔 Nepalese | | * 伊斯蘭教 Muslim/Islamic | | | | | * 屯門區 Tuen Mun | | | | | | | | | * 觀塘區 Kwun Tong | | | | | |
| * 巴基斯坦裔 Pakistan | | * 鍚克教 Sikh | | | | | * 大埔區 Tai Po | | | | | | | | | * 灣仔區 Wan Chai | | | | | |
| * 混合族裔 Mixed | | * 沒有信仰 Nil | | | | | * 沙田區 Sha Tin | | | | | | | | | * 中西區 Central & Western | | | | | |
| 請註明Please specify: | | * 其他Others : \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | * 北區 North | | | | | | | | | * 東區 Eastern | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | | | | | * 離島區 Islands | | | | | | | | | * 南區 Southern | | | | | |
| * 其他Others : \_\_\_\_\_\_\_\_\_\_\_\_ | |  | | | | |  | | | | | | | | |  | | | | | |
| **緊急聯絡人 Emergency Contact PERSON** | | | | | | | | | | | | | | | | | | | | | |
| **聯絡人**  **Contact Person** | | | | | **與學生關係**  **Relationship** | | | | | | | | | **聯絡電話**  **Tel No.** | | | | | | | |
| **教育程度 EDUCATIONAL BACKGROUND** | | | | | | | | | | | | | | | | | | | | | |
| **現正就讀學校名稱**  **Attending School** | | | | | **班別**  **Class** | | | | | | | | | **學號**  **Class No.** | | | | | | | |
| **語言能力 LANGUAGE COMPETENCE** | | | | | | | | | | | | | | | | | | | | | |
| **母語 Mother Tongue**  🞴 🞴  **請只選一項**  **Please Select 1 only** | **語言 Language** | | | **口語能力 Spoken** **Language Competence** | | | | | | | | | | **書寫能力 Written** **Language Competence** | | | | | | | |
| **流利**  **Fluent** | | **佳**  **Good** | | **一般**  **Fair** | | | **差**  **Poor** | **不適用**  **N／A** | | **精通**  **Fluent** | | | **佳**  **Good** | **一般**  **Fair** | | **差**  **Poor** | **不適用**  **N／A** |
| * 粵語 Cantonese | * 粵語 Cantonese | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| * 英語 English | * 英語 English | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| * 法語 French | * 法語 French | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| * 印度語 Hindi | * 印度語 Hindi | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| * 尼泊爾語 Nepali | * 尼泊爾語 Nepali | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| * 旁遮普語 Punjabi | * 旁遮普語 Punjabi | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| * 普通話 Putonghua | * 普通話 Putonghua | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| * 他加祿語 Tagalog | * 他加祿語 Tagalog | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| * 烏爾都語 Urdu | * 烏爾都語 Urdu | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| * 其他 Others : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * 其他 Others : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| **電腦知識 Computer Literacy** | | | | | | | | | | | | | | | | | | | | | |
| **文書處理**  **Word Processing Skill** | | | **一般商業電腦軟件應用**  **Application of Common Business Software** | | | | | | | | | | **多媒體編輯技巧**  **Multimedia Editing** | | | | | | | | |
| * 中文打字 Typing in Chinese | | | * Microsoft Office （Word） | | | | | | | | | | * 網頁設計 Webpage design | | | | | | | | |
| * 英文打字 Typing in English | | | * Microsoft Office （Excel） | | | | | | | | | | * 短片剪接 Video editing | | | | | | | | |
| * 其他 Others : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | * Microsoft Office （Power Point） | | | | | | | | | | * 其他 Others : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | |
| **學生簽署 Signature of Student** | | | | | | | | | **日期 Date** | | | | | | | | | | | | |