

On-line application number (applicable to on-line application)

網上申請編號(適用於在網上遞交的申請)：_____

Supplementary Information Form (SIF) 補充資料表格
Application for the Post of Laboratory Technician III in Education Bureau 申請教育局三級實驗室技術員職位

Name of Applicant (in English) :
申請人姓名(英文)

Name of Applicant (in Chinese) :
申請人姓名(中文)

HKID No. [first 5 alphanumeric
characters (e.g. A1234)] :
香港身分證號碼 [首 5 個字母
及數字 (例如 A1234)]

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Important Notes for Applicants 申請人須知

All applicants are required to complete this **Supplementary Information Form (SIF)** and return it together with (i) their application [G.F. 340 (Rev. 3/2013)]; and (ii) copies of certificates in support of all relevant qualifications attained (e.g. the Hong Kong Diploma of Secondary Education Examination (HKDSEE)/Hong Kong Certificate of Education Examination (HKCEE)), by post or by hand, to the Appointments and Personnel Section, Education Bureau, Room 1636, 16/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong **on/before the closing date for application (i.e. 30 December 2022).**

Applicants who apply **on-line** should submit this SIF and the aforementioned copies to the above address by post or by hand **on/before 6 January 2023.**

For enquiry on completion of this SIF, please contact the Appointments and Personnel Section, Education Bureau at 28925958.

所有申請人須填妥本**補充資料表格**，並連同(i)申請書 [G.F. 340 (3/2013 修訂版)]；及(ii)用以證明各項相關學歷(例如香港中學文憑考試/香港中學會考成績)的證書副本，**於截止申請日期或之前(即 2022 年 12 月 30 日)**郵寄或送交香港灣仔皇后大道東 213 號胡忠大廈 16 樓 1636 室教育局聘用及人事組。

申請人如在網上遞交申請，必須於 **2023 年 1 月 6 日或之前**，把本補充資料表格及上述各項副本郵寄或送交上述地址。

如對填寫本指定補充資料表格有任何查詢，請聯絡教育局聘用及人事組 (電話：2892 5958)。

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The Applicant is required to provide in the table below a detailed account of his/her working experience in the laboratory field (*in chronological order*).

申請人須在下表詳述其在實驗室方面的工作經驗(按任職的日期順序列出)。

Name of School/ Organisation 學校／機構名稱	Position Held (e.g. Laboratory Assistant) 職位 (例如實驗室助理)	Period (dd/mm/yyyy) 期間 (日／月／年)		Description of Duties (e.g. conducting science experiments and preparing laboratory equipment etc) 職責說明 (例如進行科學實驗、預備實驗室設備等)
		From 由	To 至	
Example 例子 BBB Secondary School BBB 中學	Laboratory Assistant 實驗室助理	01/09/2011 01/09/2012	31/08/2012 Now 直至現在	Assist teachers to supervise pupils in performing science experiments; purchase laboratory apparatus for laboratories 協助老師在進行科學實驗課時指導學生、購置實驗室設備

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Name of School/ Organisation 學校／機構名稱	Position Held (e.g. Laboratory Assistant) 職位 (例如實驗室助理)	Period (dd/mm/yyyy) 期間 (日／月／年)		Description of Duties (e.g. conducting science experiments and preparing laboratory equipment etc) 職責說明 (例如進行科學實驗、預備實驗室設備等)
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The Applicant is required to provide in the table below his/her qualifications in laboratory operations and/or management.

申請人須在下表提供有關其實驗室運作及/或管理的資格。

Qualifications★ 持有資格	Awarding Institution 頒發機構	Date Obtained (Month/Year) 獲取資格的日期 (月／年)
<input type="checkbox"/> Certificate for Laboratory Technicians 實驗室技術員證書	IVE 香港專業教育學院	
<input type="checkbox"/> Others (Please specify) 其他 (請說明):		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

★Please check the appropriate box with a “✓”. 請在適當的方格內加上“✓”號。

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I understand that if I willfully give any false information or withhold any material information in this SIF, it will render me liable to disqualification for employment by the Government or termination of employment, if already employed by the Government.

本人明白倘若故意在填寫本補充資料表格時虛報資料或隱瞞重要事實，可令本人喪失獲政府錄用的資格；即使已獲政府錄用，亦可遭終止聘用。

Contact Telephone No.：

聯絡電話

Date：

日期

Signature of Applicant：

申請人簽署

Notes 備註：

1. The candidate should ensure that all parts in this SIF are completed and the information is accurate. If space on this SIF is insufficient, the candidate should give details on a separate sheet to be attached to this SIF.
2. Applications may **NOT** be considered if the candidate fails to submit this SIF as required, or the information provided is incomplete or it is not clear from the information that the candidate has the minimum qualifications, training or other requirements specified for the post applied for. The information requested in this SIF will be used for recruitment, selection and other employment related purposes. It may be provided to Government departments and other organizations or agencies authorized to process the information for purposes relating to recruitment by and employment with the Government, e.g. employer's references and medical examination, as may be necessary. Personal data on an unsuccessful candidate will normally be destroyed 24 months after rejection of the candidate's application.

申請人須填妥本補充資料表格各項，並提供正確資料。如空位不敷填寫，申請人應另頁詳列有關資料，隨本補充資料表格夾附。

申請人如未能按要求提交本表格，或所提供資料不完整，或填寫的資料未能清楚顯示申請人具備所申請職位規定最起碼的學歷、訓練或其他條件，其申請可**不獲處理**。申請人在本表格內所提供的個人資料，將用於招聘工作以及其他與僱用有關的事宜上。如有需要，有關資料可能會送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行與政府招聘工作及僱用有關的事宜(例如僱主推薦或體格檢查)。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 24 個月銷毀。

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Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:

(a) Activities relating to the processing, authentication and counter-checking of employment-related matters including appointments, training and career developments, remuneration and benefits, staff relation, communications and compliance with procedures;

(b) Activities relating to matching of the personal data with the database of relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of employment-related matters mentioned in (a) above;

(c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB, and

(d) Activities relating to compilation of statistics, research and Government publications.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

個人資料收集聲明

收集個人資料的目的

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：

(a) 處理、核實及查證僱傭相關事宜，包括聘用、培訓及職業前途發展、薪酬及福利、員工關係、通訊和程序遵行；

(b) 就上文(a)項所述僱傭相關事宜的處理、核實及查證，將個人資料與政府相關政策局／部門資料庫進行核對；

(c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；以及

(d) 編製統計資料、研究及政府刊物。

2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理申請。

可獲轉移資料者

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：

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- (a) other Government bureaux and departments for the purposes mentioned in paragraph 1 above;
- (b) where you have given your prescribed consent to such disclosure; and
- (c) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Senior Clerical Officer (Appointments) at 16/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to scoappt@edb.gov.hk.

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- (a) 政府其他政策局及部門，以用於上文第 1 段所述的用途；
- (b) 你曾就披露個人資料給予訂明同意；以及
- (c) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。

查閱個人資料

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向以下人士提出：香港灣仔皇后大道東 213 號胡忠大廈 16 樓高級文書主任(聘用)或電郵至 scoappt@edb.gov.hk。