



康樂及文化事務署

Leisure and Cultural Services Department

申請查閱/改正與兼職導師/領隊/營務導師招募有關的個人資料 Application for Access to or Correction of Personal Data relating to Recruitment of Part-time Instructors / Leaders / Camp Counsellors

(I) 個人資料 / Personal Particulars

姓名：(英文) _____	(中文) _____
Name (in English)	(in Chinese)
身份證明文件號碼： _____	聯絡電話： _____
Identity Document No.	Contact No.

(II) 申請查閱與兼職導師/領隊/營務導師招募有關的個人資料 (如適用)

Application for Access to Personal Data relating to Recruitment of Part-time Instructors / Leaders / Camp Counsellors (If applicable)

要求的詳情 (Details of Request): _____

(III) 申請更正與兼職導師/領隊/營務導師招募有關的個人資料

Application for Correction of Personal Data relating to Recruitment of Part-time Instructors / Leaders / Camp Counsellors

- # 資格： 提升資格至 _____ 更新資格 附加證書
Qualification Upgrade Qualification to Update Qualification Additional Certificate provided

*(請提供有關證書的正本及副本以便核實及存檔。
Please produce the original certificate with a copy for verification and record purpose.)

項目名稱 _____ 發證機構 _____ 證書有效日期至 _____
Type of Activity / Sport Issuing Organisation Expiry Date

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

電話：(住宅) _____ (辦事處) _____ (流動電話) _____
Tel. No. (Home) (Office) (Mobile Phone)

電郵地址 (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

(IV) 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				

請在有需要更正資料項目的方格內填上「✓」。 Please tick the appropriate box(es) and fill in the amended information.

請轉後頁 Please turn over

(V) (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:	<input type="checkbox"/> 中西區	<input type="checkbox"/> 東區	<input type="checkbox"/> 南區	<input type="checkbox"/> 灣仔區	
Hong Kong Island:	Central & Western	Eastern	Southern	Wan Chai	
九龍:	<input type="checkbox"/> 九龍城區	<input type="checkbox"/> 觀塘區	<input type="checkbox"/> 深水埗區	<input type="checkbox"/> 黃大仙區	<input type="checkbox"/> 油尖旺區
Kowloon:	Kowloon City	Kwun Tong	Sham Shui Po	Wong Tai Sin	Yau Tsim Mong
新界東:	<input type="checkbox"/> 北區	<input type="checkbox"/> 西貢區	<input type="checkbox"/> 沙田區	<input type="checkbox"/> 大埔區	
New Territories East:	North	Sai Kung	Sha Tin	Tai Po	
新界西:	<input type="checkbox"/> 離島區	<input type="checkbox"/> 葵青區	<input type="checkbox"/> 荃灣區	<input type="checkbox"/> 屯門區	<input type="checkbox"/> 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:	<input type="checkbox"/> 麥理浩夫人度假村	<input type="checkbox"/> 曹公潭戶外康樂中心	<input type="checkbox"/> 西貢戶外康樂中心	<input type="checkbox"/> 鯉魚門公園
Holiday Camps and Water Sports Centres:	Lady MacLehose Holiday Village	Tso Kung Tam Outdoor Recreation Centre	Sai Kung Outdoor Recreation Centre	Lei Yue Mun Park
	<input type="checkbox"/> 賽馬會黃石水上活動中心	<input type="checkbox"/> 大尾篤水上活動中心	<input type="checkbox"/> 創興水上活動中心	
	The Jockey Club Wong Shek Water Sports Centre	Tai Mei Tuk Water Sports Centre	Chong Hing Water Sports Centre	
	<input type="checkbox"/> 屯門康樂體育中心	<input type="checkbox"/> 聖士提反灣水上活動中心	<input type="checkbox"/> 赤柱正灘水上活動中心	
	Tuen Mun Recreation & Sports Centre	St. Stephen's Beach Water Sports Centre	Stanley Main Beach Water Sports Centre	

(VI) 聲明 Declaration:

- 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.
- 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.
- 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 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

- 請將填妥的表格連同導師/領隊/營務導師證書正本及副本(只適用於資歷更新的申請)親身交回康樂及文化事務署體育工作人員發展組(地址:新界沙田排头街1至3號 康樂及文化事務署總部三樓)。
Please return the completed form and produce the original and photocopy of instructor/leader/camp counsellor certificates (only applicable to up-grade/up-date of qualification) to the SOD Unit of the LCSD. (Address: 3/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, New Territories.)
- 本署招募兼職導師/領隊/營務導師是以備在有需要時向已登記的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.
- 申請人提供的資料只作更正康樂及文化事務署之康體活動兼職導師/領隊/營務導師個人資料的事宜及日後聯絡用途。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,請與本署體育工作人員發展組職員聯絡。
The information provided will be used for change of personal particulars of registered part-time instructors / leaders / camp counsellors of the Leisure and Cultural Services Department and for future contact purpose. 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.
- 本署或會按照翻印紀錄所需的成本收取費用,並會預先告知你所需繳付的費用。
A charge reflecting the cost of reproducing the records concerned may be levied. The Department will advise you in advance of any charge.
- 如你並非資料當事人,請把資料當事人簽署的授權書,以及資料當事人的香港身份證影印本連同本表格一起提交。
If you are not the data subject, please enclose with this application an authorisation letter signed by the data subject, as well as a copy of the data subject's HKID card.
- 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			
Date of input data			
Endorsement by appropriate authority			
Letter of notification			