



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 (必須填寫 Required)

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

☐# 資歷： Qualification
 ☐ 提升資歷至 _____ Upgrade Qualification to
 ☐ 更新資歷 Update Qualification
 ☐ 附加證明文件 Additional Document provided

(請提供有關資歷的正本及副本以便核實及存檔。)

Please produce the original qualification with a copy for verification and record purpose.)

項目名稱： _____ 發證機構： _____ 資歷有效日期至： _____
 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 (可選擇多於一項)：請在適當方格內填上「✓」號

Time Available for Service (You may choose more than one): 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 (最多可選三項)：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 (You may choose up to three): Please indicate in order of priority (1-3) in following box(es) (1 – most preferable)

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

(2) 服務場地選擇 (可選擇多於一項)：請在方格內以「✓」號表示可服務的場地

Venues preferred (You may choose more than one): Please tick the appropriate box(es)

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

(VI) 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(康文署)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 Team of the Leisure and Cultural Services Department (LCSD) to update the record.

2. 為方便市民報名參加康樂體育活動，本人現同意在有關活動的宣傳資料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. 本人明白，為方便進行操守(包括犯罪紀錄)審查，在康文署向本人提出聘任前，本人必須填妥相關表格*所要求的資料並作出授權，然後交回招聘的辦事處。
I understand that to facilitate integrity (including criminal records) checking before employment is offered to me by the LCSD, I must provide information and give authorisation as stipulated in the relevant form*, and return the completed form to the recruiting office.

日期 Date：_____ 申請人簽署 Signature of Applicant：_____

注意 Note

1. 請將填妥的表格郵寄或電郵至康樂及文化事務署體育工作人員發展組(地址：新界沙田排頭街一至三號康樂及文化事務署總部三樓／電郵：SOD@LCSD.GOV.HK)。如需更新資歷，請將填妥的表格連同導師／領隊／營務導師證書正本及副本，親身交回本署體育工作人員發展組。
Please return the completed form to the SOD of the LCSD by post or by email (Address: 3/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, New Territories / Email: SOD@LCSD.GOV.HK). For update of qualification, please return the completed form together with the original and photocopy of the certificate(s) of the instructor / leader / camp counsellor to the SOD of the LCSD in person.

2. 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上限為 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。
Our recruitment of part-time instructors / leaders / camp counsellors is to offer appointments to registered qualified persons on a need basis to assist in conducting recreation and sports programmes. The current age limit for serving as Non-civil Service Contract staff in the LCSD is 65. Hence, under normal circumstances, persons aged 65 or above will not be considered for the posts of part-time instructors / leaders / camp counsellors.

3. 申請人提供的資料只供本署作更正兼職導師／領隊／營務導師個人資料及日後聯絡之用。申請人提供的個人資料只限獲本署授權的職員查閱。如欲更正或索取經本表格遞交的個人資料，請與本署體育工作人員發展組職員聯絡。
The information provided by applicants will only be used for purposes relating to correction of personal data of part-time instructors / leaders / camp counsellors and future contact by the LCSD. Only staff duly authorised by the LCSD will be given access to the personal data provided. For correction of or access to the personal data submitted via this form, please contact staff of the SOD of the LCSD.

4. 就此申請提供個人資料屬自願性質。申請人或須提供更多資料，以協助本署處理有關申請。如申請人未能提供足夠資料，本署或無法處理有關申請。
Provision of personal data for this application is voluntary. Applicants may be required to provide additional information to assist the LCSD in processing relevant applications. The LCSD may not be able to process relevant applications if applicants do not provide sufficient information.

5. 本署或會按照翻印紀錄所需的成本收取費用，並會預先告知申請人所需繳付的費用。
A charge reflecting the cost of reproducing the records concerned may be levied. The LCSD will advise applicants in advance of any such charge.

6. 如申請人並非資料當事人，請把資料當事人簽署的授權書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 the applicant is not the data subject, please submit this form together with an authorisation letter signed by the data subject and a photocopy of the data subject's HKID card.

7. 如以郵寄方式遞交申請表格，投寄前請確保郵件已貼上足夠郵資。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. The LCSD 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).

* 「聘任審查表格」或「香港特別行政區政府職位申請書補充資料」，視乎何者適用而定。
It is either the "Appointment Checking Form" or the "Supplementary Information for Application Form for Employment with the Government of the Hong Kong Special Administrative Region", whichever is applicable.

查詢 Enquiries
請致電 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			