



康樂及文化事務署

Leisure and Cultural Services Department

## 兼職導師／領隊／營務導師招募申請表

### Application for Recruitment as a Part-time Instructors / Leaders / Camp Counsellors

只供本署職員填寫 For Office Use Only	
有效期 / Valid Until	
<input type="checkbox"/> 證書 / Certificate	
<input type="checkbox"/> 急救證書 / First Aid Certificate	
<input type="checkbox"/> 教練證 / Coach Card	

#### (I) 個人資料

##### Personal Particulars

姓名： (英文) \_\_\_\_\_ (中文) \_\_\_\_\_ 性別 #： ☐ 男 ☐ 女  
Name (in English) (in Chinese) Sex # Male Female

身份證明文件號碼： \_\_\_\_\_ 年齡： \_\_\_\_\_ 出生日期： \_\_\_\_\_ 日 \_\_\_\_\_ 月 \_\_\_\_\_ 年  
Identity Document No. Age Date of Birth Day Month Year

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

你是否香港特別行政區永久性居民？ # ☐ 是 ☐ 否  
Are you a permanent resident of Hong Kong Special Administrative Region? # Yes No

可用語言授課 #： ☐ 廣東話 ☐ 英語 ☐ 普通話 ☐ 其他，請註明 \_\_\_\_\_  
Courses can be conducted in # Cantonese English Putonghua Other, please specify

#### (II) 申請的康體活動名稱 (每張申請表只適用填寫一項康體活動)

##### Type of Sport / Activity Applying for (Use ONE application form for each sport / activity)

#### (III) 申請項目的任教經驗／年資

##### Previous Experience / Year of Service as instructor for the sport / activity applying for

#### (IV) 申請項目的有關資歷 Relevant Qualification

持有資歷 Qualification	發證機構 Issuing Organisation	簽發日期 Date of Issue 日 dd / 月 mm / 年 yyyy	有效日期至 Valid Until 日 dd / 月 mm / 年 yyyy

#### (V) 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)

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			

# 請在適當方格內填上「✓」號。 Please tick the appropriate box(es).

請轉後頁 Please turn over

(VI) (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	<input type="checkbox"/> 油尖旺區 Yau Tsim Mong
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"/> 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	

(VII) 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: \_\_\_\_\_ 申請人簽署: \_\_\_\_\_  
Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

注意 Note

1. 本署招募兼職導師/領隊/營務導師，是以備在有需要時向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 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.
2. 請將填妥的表格連同導師/領隊/營務導師證書副本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)，並親身前往上述地址向有關職員出示證書正本。  
Please return the completed form with a photocopy of the certificate(s) of the instructor / leader / camp counsellor 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) and produce the original of the certificate(s) in person to the relevant staff at the above address.
3. 申請人提供的資料只供本署作招募兼職導師/領隊/營務導師及日後聯絡之用。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 recruitment of part-time instructors / leaders / camp counsellors and future contact by the LCSD. Our 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. 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](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](http://www.hongkongpost.hk/en/postage_calculator/index.html)).
- \* 即「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.

此欄只供本署職員填寫 For Office Use Only

Action	Date	Action by	Remarks
Application received			
Invitation for interview			
Date of interview			
Interviewer's recommendation: Recommended / Rejected			
Endorsement by appropriate authority			
Letter of notification			