

Vacancy Registration Form

Recruitment Hotline : **8106 6180** Contact : Mr. Imran/Ms. So Fax : **2382 7391**
E-mail : **corpml@christian-action.org.hk** Our Office : 5/F, 55 Clear Water Bay Rd., Choi Wan (2) Est., Kln.

(Field with * must be filled in. Please put ✓ in suitable box ☐ .)

A. Employer's Information

Name of Company* : Chinese : _____

English : _____

Business Registration no.* : _____ Expiry date* : _____

Industry & Business Nature* : _____ Company size* : _____ staff

1) Main Contact Person* : _____ Mr / Ms Tel. _____ Fax _____

2) Other Contact Person _____ Mr / Ms Tel. _____ Fax _____

E-mail address: _____

Company Address* : _____

B. Vacancy Information

Job Title* : _____ No. of Vacancies* : _____

Working address (If different from the above address) : _____

Basic Salary* (the amount must be filled in): \$ _____ (Per Month/Day/Hour/Piece) ☐ Plus Commission

Working Hours*: _____ working days per week ☐ Shift Holiday

☐ Regular hours: from _____ am / pm to _____ am / pm on _____ to _____ (e.g. Mon to Fri) ; and/or
from _____ am / pm to _____ am / pm on _____ (Sat)

☐ Shift work, working hours: from _____ am / pm to _____ am / pm, _____ hours per day

Total working hours per month*: _____ hours

Monthly wage*: \$ _____ Wage per hour*: \$ _____

Job Mode* : ☐ Permanent Job ☐ Temporary Job: from _____ to _____

Work Nature* : ☐ Full-time ☐ Part-time : working days / hours _____

Job Duties* (Please complete in both English and Chinese as far as possible):

English (Maximum in 200 English characters, including symbols and space)

Chinese (Maximum in 100 Chinese characters, including symbols and space)

Benefits : ☐ Double Pay ☐ Medical ☐ Annual Leave _____ Day

☐ Bonus ☐ MPF ☐ Probationary Review

☐ Labour Holiday ☐ Public Holiday ☐ Others _____

**For Official
Use Only**

Employer Ref.: _____

Job Order Ref.: _____

Received Date: _____

Industry Code: _____

Job Code: _____

Working Location
Code: _____

Average monthly
salary : _____

C. Job Requirements

Education level : _____ Working experience : _____ year(s)

Skill (Please specify the requirement level:①good,②average,③simple)

Languages : Spoken : ☐ Cantonese _____ ☐ English _____ ☐ Mandarin _____ ☐ Others _____Read/Written : ☐ Chinese _____ ☐ English _____ ☐ Others _____Computer application software: ☐ Word _____ ☐ Excel _____ ☐ Others _____Typing : ☐ English (_____ wpm) ☐ Chinese (_____ wpm)

Other requirements (e.g. Certificate, License, etc): _____

(Please complete in both English and Chinese as far as possible)

English (Maximum in 200 English characters, including symbols and space)

Chinese (Maximum in 100 Chinese characters, including symbols and space)

☞ From which channel(s) do you know this employment service (can tick more than 1):

☐TV ☐Radio ☐Newspaper ☐Leaflet ☐Referral from friends
☐Labour Department ☐Other employers ☐Marketing call ☐Others
D. Declaration (Employer should sign on this statement when placing Vacancy Registration.)

- Our company/I _____ hereby declare that the terms of employment, entry requirements (including requirement on language proficiency, if any) and job descriptions, etc. of the post _____ and any amendments thereafter are relevant, justifiable and do not violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. Our company / I understand that our company / I will commit an offence and will be liable on conviction to a fine if our company / I knowingly or recklessly make a statement which in a material respect is false or misleading;
- Our company / I shall comply with requirements stipulated in the Minimum Wage Ordinance of which wages payable to employee(s) of the post, to whom the ordinance applies, in respect of any wage period should be no less than the Statutory Minimum Wage (SMW) rate.**
- The job applicant(s) to fill the post advertised is / are our company / my **direct employee(s)**. The employee(s) is/are covered by the Employment Ordinance. An Employees' Compensation Insurance Policy is taken out to cover the employee(s). Arrangement for the employee(s) to join a registered MPF scheme will be made (if applicable);
- Our company / I will not solicit money in any form or under any title, no matter for reasons of provision of services or training, selling of goods, referral of service, guarantee deposit and so on from job seekers.
- Our company / I have read the Points to Note of this vacancy registration form, and agree to follow the terms and conditions.
- Our company / I will not engage in selling of investment products which are regulated by the Securities and Futures Commission Ordinance, Securities and Futures Commission (SFC), unless our company is a SFC Licensed Person/ Registered Institution (if applicable).
- Our company / I understand that the acceptance and display of this job order by the ERB should by no means be construed as the job order has fully complied with requirements of the Minimum Wage Ordinance and other ordinances. Our company / I shall be responsible for ensuring that the terms of the post concerned are in line with the Minimum Wage Ordinance and other ordinances.**

☐ I hereby declare that I have read and consent to the "Points to Note" as printed overleaf and the information provided here is complete and true.

☐ I have read and understand the clauses regarding collection, use and provision of personal data under the "Points to Note", and agree to the use of my personal data by the ERB for sending to me Relevant Information of the ERB.
Company Representative / Employer : _____
(Full name in block letters)

Signature : _____

Date : _____

Vacancy Registration Form Points to Note

A Points to Note

1. Before you fill in this form, you have to confirm that the person recruited for the post is a direct employee of you / your company and would be subjected to the protection under the Employment Ordinance. You must also ensure that all activities carried out by you / your company are lawful and the information provided in the form(s) is true, correct and based solely on genuine recruitment needs.
2. If this is your first time to register vacancy(ies) with the Employees Retraining Board (ERB), please fax/send your vacancy registration form together with a copy of your company's Business Registration Certificate (or certificate of school/organization registration if applicable) to the ERB for verification. You may also be requested to provide relevant document(s) (e.g. Employees' Compensation Insurance Policy, Residential Address Proof, etc). If you fail to do so, we shall not process and display your vacancy order.
3. Please use separate vacancy registration form for each post. This form can be copied for repeated use.
4. This vacancy registration will remain valid for one month. If you have changed your contact means such as address / telephone number / fax number, or terms of employment, or if you wish to cancel your order, please notify the Placement Services Section of the ERB by fax or phone immediately.
5. You/your company should not solicit money in any form or under any title, no matter for reasons of provision of services or training, selling of goods, referral of service, guarantee deposit and so on from job-seeker(s). Furthermore, ERB will not accept or display any vacancy orders which involve pre-employment or unpaid training.
6. Under the Employees' Compensation Ordinance, all employers are required to take out employees' compensation insurance to cover their liabilities both under the Ordinance and at common law for work injuries in respect of all their employees (including full-time and part-time employees, e.g. part-time domestic helpers).
7. You / your company should pay the employee(s), to whom the Minimum Wage (SMW) Ordinance applies, hired to fill this post wages no less than the SMW rate in respect of any wage period in accordance with requirements of the ordinance. The ERB shall not accept and display job orders of which the wages offered do not meet the SMW rate. Please visit <http://www.labour.gov.hk/eng/news/mwo.htm> for details of the ordinance and special arrangement for persons with disabilities provided for under the same ordinance. For enquiries, please call 2717 1771.
8. The terms of employment, entry requirements and job descriptions of the post must not violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. You should consider the genuine job requirements of the post and follow the related codes of practice against discrimination in employment. Please do not specify any requirements on the gender, age or race of the job seekers or any other discriminatory terms. Otherwise, ERB shall not accept or display your vacancy order.
9. When you collect personal data from job seekers (e.g. request job seekers to provide resumes), you should observe the Personal Data (Privacy) Ordinance, disclose your company name and provide the contact person and contact means for job seekers to obtain Personal Information Collection Statement. For details, please contact the Privacy Commissioner's Office at 2827 2827 or visit the website www.pco.org.hk.
10. You/your company should arrange for the employee(s) to join a registered Mandatory Provident Fund Scheme (if applicable).
11. The ERB reserves the right to accept and display any vacancy provided by you.
12. Subject to your consent, you may receive newsletters or other relevant information from the ERB via email. To unsubscribe the newsletters, please notify the Placement Services Section at any time.

B. Statement of Purposes

1. Purpose of Collection
 - i) The personal data as provided by you to the ERB or by means of the Vacancy Registration Form will be used by the ERB and/or its associated Training Bodies for job referral service, or for statistical or survey purposes. The provision of your personal data by you is voluntary. However, if you do not provide sufficient information, we may not be able to introduce job seekers to you.
 - ii) The ERB may use your personal data (including, but not limited to, name, address, email address and telephone number) for sending to you marketing information related to training courses, services, activities, facilities and related information of the ERB ("Relevant Information"), through emails, SMS, direct mailing and telephone calls, etc. Your personal data may be transferred to companies commissioned by the ERB for such purposes.
2. Classes of Transferees
The personal data provided by you in the Vacancy Registration Form or to our staff may be disclosed to job seekers, the Training Bodies under Manpower Development Scheme of the ERB, and/ or other related bodies including the Labour Department (if applicable), in order to introduce job seekers to you.
3. Access to Personal Data
 - i) You have a right of access and correction in respect of your personal data. Your right of access includes the right to obtain a copy of record of your personal data. The ERB may collect a fee from you for a copy of your personal data.
 - ii) Enquiries concerning your personal data collected by means of Vacancy Registration Form including the making of access, corrections, and/or cancel the use of your personal data for direct marketing purposes, may be sent to the Placement Services Section by writing to 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong, or by fax to 2311 1357, or by phone at 2311 8381.