



香港賽馬會
The Hong Kong Jockey Club

Personal Information Collection Statement – Job Applicants

INTRODUCTION

This Personal Information Collection Statement (“PICS”) applies to all job applicants of The Hong Kong Jockey Club and/or its subsidiaries (together “the Club”). For the purpose of this PICS, “subsidiaries” of the Club refer to the “subsidiaries” of The Hong Kong Jockey Club as set out in the annual report of The Hong Kong Jockey Club

The Club is committed to ensuring the privacy and security of the personal data it holds and aims to meet this commitment by implementing the principles and requirements of the Personal Data (Privacy) Ordinance of the Hong Kong Special Administrative Region (“the Ordinance”).

SUPPLY OF PERSONAL DATA

It is obligatory for you to supply your personal data to the Club in connection with your application for employment. Failure to supply any personal data requested by the Club may result in the Club being unable to process your employment application.

USE OF PERSONAL DATA

All personal data provided by you will be treated in strict confidence and will be used for recruitment purposes, to assess your suitability for existing or future vacancies within the Club and/or its subsidiaries, to negotiate and make employment offers if successful, to verify credentials and/or experience and to perform security vetting and/or integrity checking.

DISCLOSURE OF PERSONAL DATA

All personal data held by the Club will be kept confidential but the Club may, where such disclosure is necessary to satisfy the purpose, or a directly related purpose, for which the data was collected, provide such personal data to any subsidiaries, holding companies or associated companies of the Club. The Club may also transfer your personal data to any of its agents or third party service providers who provide administrative, computer or other services to the Club such as investigation agencies.

ACCESS AND CORRECTION OF PERSONAL DATA

Under the Ordinance, you have a right to request access to, and to request correction of, your personal data held by the Club and the Club shall have the right to charge a reasonable fee for processing of such requests. If you wish to exercise any of these rights, please direct your request in writing to:

Data Privacy Compliance Officer
Jockey Club Headquarters
1 Sports Road Happy Valley
Hong Kong



香港賽馬會
The Hong Kong Jockey Club

個人資料收集聲明－職位申請人

引言

本個人資料收集聲明適用於所有申請香港賽馬會及／或其附屬公司（統稱為「馬會」）職位的申請人。就本個人資料收集聲明而言，香港賽馬會之「附屬公司」指香港賽馬會之年報所載之「附屬公司」。

馬會致力確保所持個人資料的私隱及安全。為履行這項承諾，馬會將貫徹執行香港特別行政區個人資料（私隱）條例（下稱「條例」）的原則及規定。

個人資料的提供

閣下須為作出求職申請而向馬會提供個人資料。若未能提供馬會要求的任何個人資料，可能會導致馬會無法處理閣下的職位申請。

個人資料的使用

閣下所提供的所有個人資料將會被視作機密，並將以招聘為目的使用，用作評核閣下是否適合馬會及／或其附屬公司的現有或未來職位空缺、協商及（如獲錄用）作出僱用要約、核實資歷及／或經驗以及保安審核及／或操守審查。

個人資料的披露

馬會會對其所保存的所有個人資料保密，惟對為滿足收集個人資料的目的或直接與該目的有關之其他目的而言屬必需時，馬會可將有關個人資料提供予馬會的任何附屬公司、控股公司或聯營公司。馬會亦可將閣下的個人資料轉移至向馬會提供行政、電腦或其他服務的任何代理人或第三方服務供應商（如調查機構）。

個人資料的查閱及改正

根據條例的規定，閣下有權要求查閱及要求改正馬會所保存有關閣下的個人資料，而馬會亦有權於處理該等要求時收取合理的費用。閣下如欲行使任何該等權利，可致函以下人士提出上述要求：

香港
跑馬地體育道一號
馬會總部大樓
保障資料私隱主任



Full-time Employment Application Form

全職職位申請表

Job Reference No. 申請職位編號	_____	Position Applied For 申請職位名稱	_____
Expected Salary 要求薪金 (HK\$)	_____	Date Available 可到任日期	_____
Current/Last Salary 現時/最後薪金	_____	Remarks on Salary 薪酬備註	_____

Personal Particulars 個人資料

Name in English 英文姓名	_____	_____	_____
	Last Name (姓)	First Name (名)	Preferred Name (英文別名)
Name in Chinese 中文姓名	_____	Email address 電子郵件地址	_____
Mobile Number 手機號碼	_____	District (Residence) 居住地區	_____

Education 教育程度 *In descending order 請倒序列出*

From 由	To 至	Name of Institution 教育機構名稱	Class or Distinction/GPA 學位等級/成績平均績點	Full-time 全日制課程
Academic Qualification 學歷				
Name of Course/Major 主修課程				
Course Descriptions 課程詳情				

From 由	To 至	Name of Institution 教育機構名稱	Class or Distinction/GPA 學位等級/成績平均績點	Full-time 全日制課程
Academic Qualification 學歷				
Name of Course/Major 主修課程				
Course Descriptions 課程詳情				

From 由		To 至		Name of Institution 教育機構名稱	
Academic Qualification 學歷				Class or Distinction/GPA 學位等級/成績平均績點	
Name of Course/Major 主修課程					Full-time 全日制課程
Course Descriptions 課程詳情					

From 由		To 至		Name of Institution 教育機構名稱	
Academic Qualification 學歷				Class or Distinction/GPA 學位等級/成績平均績點	
Name of Course/Major 主修課程					Full-time 全日制課程
Course Descriptions 課程詳情					

Work Experience 工作經驗 *In descending order 請倒序列出*

Employed From 受僱由		To 至		Company Name 公司名稱	
Position 職位				Final Salary 最後薪金	Remarks on Salary 薪酬備註
Job Duties 職責					
Project/Key Achievements 項目/主要成就					

Employed From 受僱由		To 至		Company Name 公司名稱	
Position 職位				Last Salary 最後薪金	Remarks on Salary 薪酬備註
Job Duties 職責					
Project/Key Achievements 項目/主要成就					

Employed From 受僱由		To 至		Company Name 公司名稱	
Position 職位				Last Salary 最後薪金	Remarks on Salary 薪酬備註
Job Duties 職責					
Project/Key Achievements 項目/主要成就					

Employed From 受僱由		To 至		Company Name 公司名稱	
Position 職位			Last Salary 最後薪金		Remarks on Salary 薪酬備註
Job Duties 職責					
Project/Key Achievements 項目/主要成就					

Employed From 受僱由		To 至		Company Name 公司名稱	
Position 職位			Last Salary 最後薪金		Remarks on Salary 薪酬備註
Job Duties 職責					
Project/Key Achievements 項目/主要成就					

Employed From 受僱由		To 至		Company Name 公司名稱	
Position 職位			Last Salary 最後薪金		Remarks on Salary 薪酬備註
Job Duties 職責					
Project/Key Achievements 項目/主要成就					

Professional Qualification/Training 專業資格/培訓

Issuing Authority 頒發機構	Name of Qualification/Training 資格/培訓名稱	Issue Date 簽發日期

License/Certification 執照/證書

Name of License/Certification 執照/證書名稱	Description 詳細內容	Issued By 簽發機構	Issue Date 簽發日期	Expiry Date 到期日

Skills & Interests 專業技能與個人興趣

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Personal Reference 推薦人資料

Name 推薦人	Relationship 關係	Company Name 公司名稱	Position 職位	Contact No. 聯絡電話

Source of Vacancy Information 知悉職位空缺途徑

Type of Channels

類別

Source of Channels

途徑

Other Information 其他資訊

1. Do you need to apply for a work visa before you can work in Hong Kong?
你是否需要申請工作簽證才可在香港工作?
2. Have you applied any other jobs with The Hong Kong Jockey Club in the past 6 months? (Please state the applied position and application date)
你是否在過去 6 個月內申請香港賽馬會任何職位? (請說明申請職位及日期)

Application Date 申請日期 _____ / Position 申請職位 _____

Declaration 聲明

I declare that all information given in this form and the enclosed CV is true, and I authorize The Hong Kong Jockey Club to retain the information for recruitment purposes. I understand that a false statement or the willful withholding of information may be grounds for immediate dismissal without any compensation.

本人聲明此職位申請表及附加履歷所提供的資料均屬真確無訛，並授權香港賽馬會將此等資料作招聘用途。本人明白任何虛假聲明或蓄意隱瞞資料可導致即時解僱而不獲任何補償。

I declare that before filling out this form I have read and understood “Personal Information Collection Statement – Job Applicants” provided by The Hong Kong Jockey Club.

本人聲明填寫表格前已閱讀及明白由香港賽馬會提供的「個人資料收集聲明－職位申請人」通告。

Date 日期 _____