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| On-line application number (applicable to on-line application) |
| 網上申請編號(適用於在網上遞交的申請) : C - |

# Supplementary Information Form (SIF) 補充資料表格

**Application for the Position of Contract Multi-media Assistant Producer in Correctional Services Department**

**申請懲教署合約多媒體助理編導職位**

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| --- | --- | --- | --- | --- | --- |
| Name of Applicant (in English)  申請人姓名 (英文)  Name of Applicant (in Chinese)  申請人姓名 (中文) | ： |  | HKID No. 香港身分證號碼  [first 5 alphanumeric characters  首5個字母及數字] | ： |  |
| ： |  |  | |

**Important Notes for Applicants**

申請人須知

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| All applicants are required to complete this **Supplementary Information Form (SIF)** and email it to [appointments@csd.gov.hk](mailto:appointments@csd.gov.hk) **on/before the closing date for application (i.e. 23 May 2024)**. Please specify **“Application for the position of Contract Multi-media Assistant Producer”** in the subject of the email. The online application number should also be quoted for online applications. | 所有申請人須填妥本**補充資料表格**，並**於截止申請日期或之前(即2024年5月23日)**電郵至[appointments@csd.gov.hk](mailto:appointments@csd.gov.hk)。請於電郵主旨註明**「申請合約多媒體助理編導職位」**。如申請人如在網上遞交申請，請同時註明網上申請編號。 |
| For enquiry on completion of this SIF, please contact the Appointments Unit of Correctional Services Department at  2582 6050. | 如對填寫本指定補充資料表格有任何查詢，請致電 2582 6050聯絡懲教署聘任分組。 |

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|  | | | | |
|  | Name of firm機構名稱 | Website link of the work作品網站連結 | Role of applicant in the production申請人於製作過程中的角色 | Summary of the work作品簡介 |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
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**Relevant personal achievements (E.g. awards received, special pieces, etc.)**

**相關個人成就 (例如獲得獎項、特別作品等)**

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I understand that if I willfully give any false information or withhold any material information in this SIF, or fail to notify the Correctional Services Department any subsequent change of information provided, it will render me liable to disqualification for employment by the Government or termination of employment, if already employed by the Government. I consent to the Government making any necessary enquiries for purposes relating to recruitment with the Government and for the verification of the information given above.

本人明白倘若故意在填寫本補充資料表格時虛報資料或隱瞞重要事實，或未能在提交表格後告知懲教署須更新的資料，可令本人喪失獲政府錄用的資格；即使已獲政府錄用，亦可遭終止聘用。我同意政府可因招聘目的而對上述資料作出查詢或要求核實。

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contact Telephone No.  聯絡電話 | : |  | Signature of Applicant  申請人簽署 | : |  |
| Date  日期 | : |  |  | | |

**Notes** 備註**:**

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| 1. The applicant should ensure that all parts in this SIF are completed and the information is accurate. If space on this SIF is insufficient, the applicant should give details on a separate sheet to be attached to this SIF. | 申請人須填妥本補充資料表格各項，並提供正確資料。如空位不敷填寫，申請人應另頁詳列有關資料，隨本補充資料表格夾附。 |
| 2. Applications will **NOT** be considered if the applicant fails to submit this SIF as required, or the information provided is incomplete. The information requested in this SIF will be used for recruitment, selection and other employment related purposes. It may be provided to Government departments and other organizations or agencies authorized to process the information for purposes relating to recruitment by and employment with the Government, e.g. employer’s references and medical examination, as may be necessary. | 申請人如未能按要求提交本表格，或所提供資料不完整，其申請將**不獲處理**。申請人在本表格內所提供的個人資料，將用於招聘工作以及其他與僱用有關的事宜上。如有需要，有關資料可能會送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行與政府招聘工作及僱用有關的事宜(例如僱主推薦或體格檢查)。 |
| 3. For access to or correction of personal data provided after submission of this SIF or for enquiries on recruitment matters, the applicant may contact the Appointments Unit, Correctional Services Department (Address: 23/F, Wan Chai Tower, 12 Harbour Road, Wan Chai, Hong Kong; Telephone number : 2582 6050; Fax : 2511 5986). | 申請人提交本表格後，如欲查詢／更改個人資料、或查詢與招聘有關事宜，請與懲教署聘任分組聯絡(地址：香港灣仔港灣道12號灣仔政府大樓23樓; 電話：2582 6050；傳真號碼：2511 5986)。 |