



## Vacancy Registration Form

**Date:** \_\_\_\_\_

### A. Employer's Information

**Name of Company** : Chinese : \_\_\_\_\_  
English : \_\_\_\_\_

**Industry & Business Nature** : \_\_\_\_\_ **Company Size** : \_\_\_\_\_ staff

Contact Person :

1) \_\_\_\_\_ **Mr. / Ms** Position \_\_\_\_\_ **Tel.** \_\_\_\_\_ Fax \_\_\_\_\_

2) \_\_\_\_\_ **Mr. / Ms** Position \_\_\_\_\_ Tel. \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address: \_\_\_\_\_ (  have to notify the employer before faxing applicants' resumes)

**Address** : \_\_\_\_\_

### B. Vacancy Information

**Job Title** : \_\_\_\_\_ **No. of Vacancies** : \_\_\_\_\_

Working address (If different from the above address) : \_\_\_\_\_

**Salary** (Please don't write "negotiable"): \$ \_\_\_\_\_ (Monthly/Daily/Hourly/Piece)  Commission

**Working Hours** : Mon-Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

**Job Mode** :  Permanent Job  Temporary / Contract Job: from \_\_\_\_\_ to \_\_\_\_\_

**Work Nature** :  Full-time  Part-time : working days / hours \_\_\_\_\_

Shift Duty : Shift Hours \_\_\_\_\_ Shift Holiday / off on \_\_\_\_\_

Job Duties : \_\_\_\_\_

**Benefits** :  Double Pay  Medical  Annual leave \_\_\_\_\_ Day

Bonus  MPF  Probationary Review

Labour Holiday  Public Holiday  Others \_\_\_\_\_

### C. Job Requirements

Education : \_\_\_\_\_ Experience : \_\_\_\_\_

Skill (Please put 「✓」 inside  of the skill required & specify the requirement level:①good,②average,③simple)

Languages : Spoken :  Cantonese \_\_\_\_\_  English \_\_\_\_\_  Mandarin \_\_\_\_\_  Others \_\_\_\_\_

Written :  Chinese \_\_\_\_\_  English \_\_\_\_\_  Others \_\_\_\_\_

Computer : Software:  Word \_\_\_\_\_  Excel \_\_\_\_\_  Others \_\_\_\_\_

Typing :  English ( \_\_\_\_\_ wpm)  Chinese ( \_\_\_\_\_ wpm, input method \_\_\_\_\_)

Other requirements (eg. Certificate, License, etc) \_\_\_\_\_

☞ From which sources do you know this employment service:

TV  Radio  Newspaper  Leaflet  Referral  Labour Department  
 Old Client  Marketing Call  Others

☞ Please note that the above information will be passed to the ERB's Training Bodies for job referral.  
Do you also want the information to be passed to the Labour Department to assist in searching right employee?  Yes  No

☞ To keep update information from our Board via Email  Yes  No

### Training Centres Location:

Yau matei : 3/F, Hamilton Commercial Building, 558-560 Nathan Road, Kowloon	☎ Tel : 2332 9368	Fax : 2740 9109
Tai Po : Ground Floor, Tsui Wo House, Tai Wo Estate, Tai Po New Territories	☎ Tel : 2651 9833	Fax : 2650 7335
Yuen Long : 3/F, Len Shing Mansion, 162-168 Castle Peak Road, New Territories	☎ Tel : 2478 0883	Fax : 2478 6233
Ma On Shan : Ground Floor #54, Sunshine City Phase 3, Ma On Shan, New Territories	☎ Tel : 2633 8860	Fax : 2633 8890
Tin Shui Wai : G10, Grandeur Terrace Shopping Arcade, 88 Tin Shui Road, New Territories	☎ Tel : 3401 1285	Fax : 3401 1356

*For Official Use Only*

Employer Ref.: \_\_\_\_\_

Job Order Ref.: \_\_\_\_\_

Received Date: \_\_\_\_\_

Industry Code: \_\_\_\_\_

Job Code: \_\_\_\_\_

Working Location Code: \_\_\_\_\_

Average monthly salary : \_\_\_\_\_

# Vacancy Registration Form

## Points to Note

### A Points to Note

1. Before you fill in this form, you have to make sure that the person recruited for the post is a **direct employee** of you or your company and would be **subject to the protection under the Employment Ordinance**. You should also confirm that all activities carried out by you or your company are lawful and the information provided in the form(s) is true and correct.
2. If this is your first time to register vacancy(ies) with the Employees Retraining Board (ERB), please fax/send your vacancy registration form 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). If you fail to do so, **we shall not accept** 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 three months.** 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 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, selling of goods, referral of service, guarantee deposit and so on from job-seeker(s).
6. You/ your company should arrange for the employee(s) to join a registered Mandatory Provident Fund Scheme (if applicable).
7. The terms of employment, entry requirements and job descriptions of the post must **not** violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance or the Family Status Discrimination Ordinance. You should consider the capability of job seekers and follow the related codes of practice against discrimination in employment. **Please do not specify any requirements on the gender and age of the job seekers or discriminatory terms. Otherwise, we shall not accept or display your vacancy order.**
8. 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](http://www.pco.org.hk).
9. **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). For enquiries, please call 2717 1771.**
10. The ERB reserves the right to accept and display any vacancy provided by you.
11. 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

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.

#### 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 associated training bodies 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

You have a right of access and correction in respect of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right access includes the right to obtain a copy of record of your personal data. Enquiries concerning your personal data collected by means of Vacancy Registration Form including the making of access and corrections should be made to the Placement Services Section at this address: 43/F., Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong; fax at 2311 1356; tel. at 2311 8381.