**Application for Non-civil Service Contract Assistant Appointments Manager**

**Environmental Protection Department**

**Supplementary Information Sheet**

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|  |  |
| Mail to:  | Appointments Section, Environmental Protection Department |
|  | 12/F Guardian House, 32 Oi Kwan Road, Wan Chai, Hong Kong |

I would like to confirm that I have:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | a degree from a university in Hong Kong, or equivalent; |
|  |  |  |  |
|  |  |  | minimum three years’ relevant full-time post-graduate working experience in human resources management in the Government and/or  |
|  |  |  | public sector; **and** |
|  |  |  |  |
|  |  |  | met the language proficiency requirements of Level 3 or above in Chinese Language and English Language in the Hong Kong |
|  |  |  | Diploma of Secondary Education Examination or the Hong Kong Certificate of Education Examination, or equivalent.  |
|  |  |  |  |
|  |  |  |  |
| I attach the following copies of documents to support my application: |
|  |  |  | academic certificates; |
|  |  |  |  |
|  |  |  | official transcripts; and |
|  |  |  |  |  |
|  |  |  | proof of results in the Hong Kong Diploma of Secondary Education Examination / Hong Kong Certificate of Education Examination, or |
|  |  |  | equivalent. |
|  |  |  |  |
|  |  |  |  |  |

… …/

I would like to provide a detailed account of my related working experience / academic work (please use additonal sheets if the space provided is not adequate).

□ I do not have relevant working experience.

□ I have the following relevant working experience:

| **Period****(in chronological order)** | **Full time/****Part time****(F/P)** | **Title of Position and****Name of Institution/****Organisation** | **Description of Duties** | **Whether or not fully related****to the duties of the advertised post****(Please state the proportion/aspects related to the post,****in percentage (%), if possible )** |
| --- | --- | --- | --- | --- |
| **From****(Month/Year)** | **To****(Month/Year)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| □ | proof of relevant working experience is attached for your reference. |

… …/

I understand that if I willfully give any false information or withhold any material information in this Supplementary Information Sheet (SIS), or fail to notify the Environmental Protection 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 ensure that all parts in the SIS are completed and the information is accurate. 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Signature: |  |
| Hong Kong Identity Card No.: |  |  | Date: |  |

**Notes for applicants:**

 The personal data provided in this SIS will be used for recruitment and other employment-related purposes. It may be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with the Government e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary. Personal data on an unsuccessful candidate will normally be destroyed 24 months after rejection of the candidate’s application.

 Your provision of all the personal data requested in this SIS is obligatory, except those items clearly marked as optional. You should particularly note that the Environmental Protection Department may require you to provide specific details to support your application for individual vacancies. You should refer to the recruitment advertisement for such requirements in filling in this SIS. **Your application will be not considered** if you fail to provide all information as requested.

 You are required to notify the Environmental Protection Department if there are any subsequent change to the information provided, including the permanent resident status of the Hong Kong Special Administrative Region, after submission of the application. For correction of or access to personal data after submission of the SIS or enquiries on recruitment matters, please contact the Appointments Section of the Environmental Protection Department, 12/F, Guardian House, 32 Oi Kwan Road, Wanchai, Hong Kong or by email to appointments@epd.gov.hk. Contact details for enquiries on recruitment matters are also available from the Civil Service Bureau Homepage on the Internet at http://www.csb.gov.hk.

*(10/2019\_NCSC AAM)*