**Application for Assistant Environmental Protection Officer**

**Environmental Protection Department**

**Supplementary Information Sheet**

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| From: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (English name) |  |
|  |  |  |
| To: | Appointments Section, Environmental Protection Department | Email: [appointments@epd.gov.hk](mailto:appointments@epd.gov.hk) |
|  | 12/F, Guardian House, 32 Oi Kwan Road, Wanchai, Hong Kong |  |

**Please complete all parts of this form and in English.**

**Part A**

I would like to confirm that *(tick only one box)*:

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| --- | --- | --- | --- |
|  |  |  | I have a Hong Kong Degree, or equivalent, in a relevant science or engineering subject or above in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (subject), and attach copies of the degree certificates and official transcripts (showing CGPA, grades or marks). |
|  |
|  |  |  |  |
|  |  |  | I am now a current final year undergraduate of a Hong Kong Degree, or equivalent, majoring in a relevant science or engineering subject or above in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (subject), and attach copies of official transcripts (showing CGPA, grades or marks). Copies of the qualification documents (such as degree certificates and the full official transcript of the final year) will be submitted once available. |
|  |

I have (*can tick more than one box*):

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | a pass result in the Aptitude Test (AT) in the Common Recruitment Examination (CRE), and attach proof of results. |
|  |  |  |  |
|  |  |  | ‘Level 2’ results in the Use of Chinese (UC) in the CRE, or equivalent, and attach proof of results. |
|  |  |  |  |
|  |  |  | ‘Level 2’ results in the Use of English (UE) in the CRE, or equivalent, and attach proof of results. |

I **do not** have the following but I will take the CRE to be held in October 2020 (*can tick more than one box*):

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| --- | --- | --- | --- |
|  |  |  | a pass result in the AT in the CRE. |
|  |  |  |  |
|  |  |  | ‘Level 2’ results in the UC in the CRE, or equivalent. |
|  |  |  |  |
|  |  |  | ‘Level 2’ results in the UE in the CRE, or equivalent. |
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**Part B** *(tick only one box)*

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|  |  |  | I have Corporate Membership of the Hong Kong Institution of Engineers (HKIE) of a relevant discipline elected after 5 December 1975, or equivalent, and attach proof of my Corporate Membership for your additional information. |
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|  |  |  |  |
|  |  |  | I do not have Corporate Membership of HKIE of a relevant discipline elected after 5 December 1975, or equivalent. |

**Part C** *(tick only one box)*

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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | I do not have relevant working experience / academic work. | | | |
|  |  |  |  | | | |
|  |  |  | I have relevant working experience / academic work and would also like to provide a detailed account of my related working experience / | | | |
|  |  |  | academic work (*please use additonal sheets if the space provided is not adequate*): | | | |
|  |  |  |  | | | |
|  |  |  |  |  | Proof of relevant working experience / academic work is attached for your reference. |

| **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)** |
|  |  |  |  |  |  |
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**Part D**

Describe in 300 to 400 words how do you think your personal background and experience enable you to take up the job of an Assistant Environmental Protection Officer.

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| ( a total of words) |

**Part E**

I understand that if I wilfully 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 not be considered if you fail to provide all information as requested as it is not clear from your statement that you have the minimum qualifications, training, experience or other requirements specified for the job.

You are required to notify the Environmental Protection Department if there are any subsequent changed 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](mailto: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.