

Application for Admission to 報讀課程名稱：

- Part-time day-release
日間部份時間制
- Part-time evening
夜間部份時間制

Notes to Applicant 申請人注意：

1. Please fill in the form in single language (unless requested otherwise) 請以單一文字填寫(特別註明除外)
2. Personal Information should correspond with that on your HKID Card 填報之個人資料應與香港身份證相同
3. Photocopy of this Application Form is acceptable 本學院接受申請表影印本
4. Applications in person should be submitted to M/F, Hong Kong Institute of Construction – Kwai Chung Campus, 7-11 Kwai Hop Street, Kwai Chung, New Territories or mail to 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, or fax to 2100 9576 申請表可親身交往：葵涌，葵合街 7-11 號，香港建造學院(葵涌院校) M 字樓 或 郵寄往九龍觀塘駿業街 56 號中海日升中心 38 樓，或傳真至 2100 9576
5. Applicants will be arranged to pay course fee only after application is accepted unless noted otherwise. Paid Course Fee is not refundable. 申請人在被取錄後，將獲通知繳交學費及上課詳情，已繳交之學費，將不會獲退回。

Personal Particulars 個人資料 (Please write in capital letters 請用正楷填寫)

Name (Chinese)

姓名(中文): _____

Name (English)

姓名(英文): _____

(As shown on HKID or Passport 按香港身份證或護照所示)

If your age is above 70, please '✓' the box for appropriate administrative arrangement. 如閣下年齡逾 70 歲，請在方格內加 '✓'，以便本學院作出適當的行政安排。

Date of Birth 出生日期: _____ Y 年 _____ M 月 _____ D 日 Age 年齡: _____ Sex 性別: _____ HKID Card No. 身份證號碼: _____ ()

Tel. No.(Day) 電話(日): _____ Mobile 手提電話(必須填寫): _____ Fax No. 傳真號碼: _____

Mailing Address

通訊地址: _____

Email Address

電郵地址: _____

Present Employer

現職公司 / 僱主名稱: _____

Position

職位: _____

Education Level 教育程度

- Primary 小學 Secondary 中學 Tech. Inst. 工業學院 University / College 大學 / 專上學院 Professional / Others 專業 / 其他

Record of Secondary & Tertiary Education 中學及專上學歷

| Year 年份 | | School / College attended 書院名稱 | Course / Highest class reached / Certificate obtained 課程 / 最高班級 / 所獲證書 |
|---------|------|--------------------------------|--|
| From 由 | To 至 | | |
| | | | |
| | | | |
| | | | |

Working Experience (if applicable) 工作經驗(如適用)

| Year 年份 | | Work Site or Name of Employer 工作地點或僱主名稱 | Position / Nature of Work 職位 / 工作性質 |
|---------|------|---|-------------------------------------|
| From 由 | To 至 | | |
| | | | |
| | | | |
| | | | |

《 Personal Data Collection Statement 》 《 收集個人資料聲明 》

1. The information you provide to the Construction Industry Council or Hong Kong Institute of Construction ("the CIC or HKIC"), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of the CIC or HKIC 你向建造業議會或香港建造學院 [「議會或學院」] 所提供的資料，包括《個人資料(私隱)條例》所指的個人資料，只會用於相關議會或學院之活動。
 2. To keep you informed of CIC or HKIC activities and industry developments which may be of interest, the CIC or HKIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry. 為讓你得知最新的議會或學院活動和行業內發展情況，議會或學院將使用你的個人資料，包括你的姓名、電話號碼、郵寄和電郵地址，將有關訓練課程、測試、註冊、活動項目、議會或學院工作和建造業其他方面的最新資訊提供給你。
 3. The CIC or HKIC will not transfer your personal data to any third parties without your prior consent. 在未經你的事先同意前，議會或學院不會將你的個人資料轉移給任何第三方。
 4. It is obligatory for you to supply the CIC or HKIC with complete information. The CIC or HKIC may be unable to process and/or consider your application if you do not provide complete information. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a "✓" in the box below. 你必須向議會或學院提供完整的資料。如你未能提供完整的資料，議會或學院或無法處理及/或考慮你的申請。你可選擇是否同意接收上述資訊。若不同意的話，請於下列有關接收資訊一欄之空格內加上「✓」號。
 5. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the CIC or HKIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong. 你有權要求查閱及修正你的個人資料。有關申請須以書面向議會或學院提出，地址為九龍觀塘駿業街 56 號中海日升中心 38 樓。
- I do not wish to receive any information from the CIC or HKIC in relation to its activities or developments in the construction industry. 本人不同意日後接收由建造業議會或香港建造學院發出有關議會或學院活動和與建造業相關的資訊。

Declaration 聲明

1. I declare that all information given in this application form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and I shall forfeit my right to apply for this course. 本人聲明本報名表內所載一切資料，依本人所知均屬真確，並知道倘若虛報資料，申請即屬無效，且喪失其後報讀本課程的資格。
2. I consent that if registered, I will conform to the regulations of HKIC 本人同意如本人註冊入學，當遵守香港建造學院之學生守則。

Signature of Applicant 申請人簽署

Date 日期

To be completed by the applicant for sending admittance notice. 此欄由申請人清楚填寫

Name 姓名: _____

Mailing Address 通訊地址: _____

Hong Kong Institute of Construction

香港建造學院

201819v1

Notes to Applicants

- Applicant should be **lawfully employable in Hong Kong**, i.e.
 - Holder of Hong Kong Permanent Identity Card; or
 - Person who is not subject to any conditions of stay in Hong Kong that he shall not take up any paid or unpaid employment in Hong Kong.

- To enroll, you can go to the following office during office hours. You have to complete this application form; produce identity documents that include valid travel documents

Enrolment Office and Office Hours:

- HKIC, Kwai Chung Campus
 - 7 – 11, Kwai Hop Street, Kwai Chung, N.T.
 - Monday to Friday: 8:30am to 1:00pm
2:00pm to 5:00pm
 - Closed on Saturday, Sunday and Public Holidays

- You can mail your application form to **38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon**. Please mark the Name of Course applied on the envelope and **DO NOT** send in cash.

- HKIC will inform the successful applicant about the payment before the commencement of the course. Course fees paid are not refundable except under exceptional circumstances or when the application is not accepted.

- The Council will issue the Certificate according to the information provided in the application form. Request for re-issuing the Certificate due to inaccurate or insufficient information provided will only be entertained at a charge of HK\$50.

報名須知

申請人必須為 **可在香港合法受僱人士**，即

- 持有香港永久性居民身份證；或
- 並無受制於任何禁止他在香港從事有薪或無薪僱傭工作的逗留條件的人士。

報讀課程，可於辦公時間內，帶同身份證明文件，包括有效旅行證件，親往本學院下列報名地點，呈交填妥的報名表格。

報名地點及辦公時間：

- 香港建造學院 葵涌院校
葵涌 葵合街 7-11 號
星期一至五：
上午八時三十分至下午一時
下午二時至下午五時
星期六、星期日及公眾假期休息

若以郵遞方式報名，請將填妥的報名表格寄往「九龍觀塘駿業街 56 號中海日升中心 38 樓」，信封上請註明報讀課程名稱。
請勿郵寄現金。

申請人在被取錄後，會另行安排繳交學費。除特殊情況或申請不被接納外，已繳學費概不退還。

請清楚及正確地填寫報名表。本學院將按所填寫之資料發出證明書，如因所填資料錯漏而導致證明書需要重發，本學院將酌收行政費每張伍拾圓正。