



## 「與香港同行」計劃 2021

### 申請表

申請編號：\_\_\_\_\_

遞交日期：\_\_ : \_\_ - \_\_ / \_\_

(此欄由大會職員填寫)

(For official use only)

## “Be a Government Official for a Day” Programme 2021

### Application Form

在填寫本申請表前，請先細閱第 8 頁的須知事項。

Please read the Points to Note on page 8 carefully before completing this form.

請在適當的空格加上✓號。

Please enter ✓ in the appropriate box(es).

#### 第一部分 個人資料

#### Part One Personal Information

- 姓名：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_  
Name : (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_
- 出生日期：(日日 / 月月 / 年年) \_\_\_\_\_ 3. 性別： \_\_\_\_\_  
Date of Birth : (DD / MM / YY) \_\_\_\_\_ Gender : \_\_\_\_\_
- 就讀學校： \_\_\_\_\_  
School : \_\_\_\_\_
- 溝通語言： \_\_\_\_\_ 廣東話 \_\_\_\_\_ 英語 \_\_\_\_\_ 普通話 \_\_\_\_\_  
Language of Communication :  Cantonese  English  Putonghua
- 年級： \_\_\_\_\_ 中三 \_\_\_\_\_ 中四 \_\_\_\_\_ 中五 \_\_\_\_\_ 中六 \_\_\_\_\_  
Grade :  Form 3  Form 4  Form 5  Form 6
- 電郵地址： \_\_\_\_\_  
Email Address : \_\_\_\_\_
- 聯絡地址： \_\_\_\_\_  
Address : \_\_\_\_\_
- 電話號碼： \_\_\_\_\_ (手提) \_\_\_\_\_ (家居)  
Telephone No. : (Mobile) \_\_\_\_\_ (Home) \_\_\_\_\_
- 特殊學習需要： \_\_\_\_\_ 沒有 \_\_\_\_\_ 有，請說明： \_\_\_\_\_  
Special Educational Needs :  No  Yes (Please specify : \_\_\_\_\_)
- 是否曾經參與類似的職場影子或師友計劃？  
Have you joined similar job shadowing or mentoring programmes before?  
否 是，請說明：  
 No  Yes (Please specify : \_\_\_\_\_)

**第二部分 家長 / 監護人資料**  
**Part Two Parent / Guardian's Information**

1. 姓名： (中文) \_\_\_\_\_ (英文) \_\_\_\_\_  
Name : (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_
2. 與申請人關係：  
Relationship with the applicant : \_\_\_\_\_
3. 電話號碼： (手提) \_\_\_\_\_ (家居) \_\_\_\_\_  
Telephone No. : (Mobile) \_\_\_\_\_ (Home) \_\_\_\_\_
4. 是否緊急聯絡人？ 是 (請跳到第三部分) 否  
Is he / she your emergency contact person?  Yes (Please skip to Part Three)  No
5. 緊急聯絡人資料：  
Emergency Contact Person:  
姓名： (中文) \_\_\_\_\_ (英文) \_\_\_\_\_  
Name : (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_  
與申請人關係：  
Relationship with the applicant : \_\_\_\_\_  
電話號碼： (手提) \_\_\_\_\_ (家居) \_\_\_\_\_  
Telephone No. : (Mobile) \_\_\_\_\_ (Home) \_\_\_\_\_

**第三部分 學業及課外活動**  
**Part Three Education and Extra-curricular Activities**

1. 課程： 香港中學文憑 國際文憑預科 其他，請註明：  
Curriculum :  HKDSE  IBDP  Others (Please Specify : \_\_\_\_\_)
2. 修讀科目 (請全部列出)：  
Subjects of Study (Please specify all) :  
\_\_\_\_\_  
\_\_\_\_\_
3. 你有甚麼興趣？  
What are your hobbies?  
\_\_\_\_\_  
\_\_\_\_\_
4. 你有甚麼專長？  
What are your strengths?  
\_\_\_\_\_  
\_\_\_\_\_

5. 請列出三個你過往在學術或課外活動方面最重要的成就：

Please list out three of your most important achievements in either academic or extra-curricular areas :

a.) \_\_\_\_\_

b.) \_\_\_\_\_

c.) \_\_\_\_\_

#### 第四部分 參加原因及期望

#### Part Four Motivation and Expectation

1. 請以中文或英文簡單介紹你自己，並解釋你參加本計劃的原因（不多於二百字）：

Please introduce yourself and explain why you want to join the programme in either Chinese or English  
(Max. 200 words) :

（ 字數： \_\_\_\_\_ ）  
Word Count: \_\_\_\_\_

2. 你對計劃有甚麼期望？

What are your expectations on the programme?

3. 你對事業發展方面有甚麼志願或目標？  
What are your career aspirations or goals?

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4. 請從附件 A 選取首三個你最感興趣的公共服務範疇，依序填上相應的編號或其分項編號，並解  
述其原因。

Please select from Annex A the **top three** public service areas that interest you and fill in the **respective codes or subcodes** below in order of your interest. Please also explain the reasons.

首個 (First Choice) : \_\_\_\_\_

原因 (Reasons) :

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第二個 (Second Choice) : \_\_\_\_\_

原因 (Reasons) :

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第三個 (Third Choice) : \_\_\_\_\_

原因 (Reasons) :

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5. 你從甚麼途徑得知本計劃？（可填選多於一項）  
How do you know about this programme? (May choose more than one option)

「友·導向」師友計劃網頁

學校

“Life Buddies” Mentoring Scheme Website

School

電視

電台

報章

親友

Television  Radio  Newspaper

Family and Friends

張貼於政府場地的海報

社交媒體（如：Facebook / Youtube）

Posters displayed at Government venues

Social Media (e.g. Facebook / Youtube)

其他，請註明：

Others (Please specify : \_\_\_\_\_)

**第五部分 校長 / 老師推薦**

**Part Five Recommendation from School Principal / Teacher**

1. 姓名 : \_\_\_\_\_ 2. 電話 : \_\_\_\_\_  
Name : \_\_\_\_\_ Phone No. : \_\_\_\_\_
3. 電郵地址 : \_\_\_\_\_  
Email : \_\_\_\_\_
4. 學校名稱 : \_\_\_\_\_  
Name of School : \_\_\_\_\_
5. 職位 : \_\_\_\_\_  
Post : \_\_\_\_\_
6. 推薦原因 (中英皆可, 不多於一百字) :  
Reasons for recommendation in either Chinese or English (Max. 100 words) :

	簽署: Signature:
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第六部分 聲明  
Part Six Declaration

A. 學生聲明

Declaration by Student

本人 (姓名) \_\_\_\_\_ 及家長 / 監護人\* (姓名) \_\_\_\_\_ 同意本人參與「與香港同行」計劃。本人謹此聲明，在此申請表上填報的資料，就本人所知，均屬真確及最新的資料。本人並承諾遵從主辦機構的甄選和配對決定，如獲取錄，將遵守計劃有關的守則和指引，及於計劃期間積極參與，包括出席相關培訓活動、主動與官員交流、及提交回饋。

I (Name) \_\_\_\_\_ and my parent / guardian\* (Name) \_\_\_\_\_ agree myself to participate in the “Be a Government Official for a Day” programme. I declare that all the information provided in this form is accurate and up-to-date to the best of my knowledge. I undertake to respect the selection and matching decisions made by the organiser and, if selected, abide by the rules and guidelines and proactively participate in the programme, including attending the training sessions and actively interacting with officials as well as providing feedback.

學生簽署 Signature of student : \_\_\_\_\_

學生姓名 Name of student : \_\_\_\_\_

日期 Date : \_\_\_\_\_

\*請刪去不適用者

\*Please delete as appropriate

B. 收集個人資料聲明 (由家長 / 監護人填寫)

Personal Information Collection Statement (To be completed by parent/guardian)

閣下子女 / 受監護者向我們提供的個人資料只會用作推行「友·導向」師友計劃 (「友·導向」) 及旗下「與香港同行」計劃 (計劃) 的用途，包括 (i) 有關計劃的日常行政；(ii) 讓官員在制定計劃下「工作影子」安排時作參考；(iii) 讓培訓導師設計計劃下培訓活動時作參考；及 (iv) 作有關計劃的分析 / 研究。有關詳情請參閱 附件 B。

The personal information collected from your child / ward will be used solely for the operation of the “Life Buddies” Mentoring Scheme (the “Scheme”) and the “Be a Government Official for a Day” programme (the “Programme”) under the Scheme, including (i) our day-to-day administration on matters relating to the Programme; (ii) for officials’ reference when planning the job shadowing session of the Programme; (iii) for trainers’ reference when designing the training sessions of the Programme and (iv) analysis/research relevant to the Programme. You may refer to the Annex B for details.

若閣下對我們在計劃下收集、使用及轉移閣下子女 / 受監護者的個人資料沒有疑問，請於下方簽署。

If you have no problem with our collection, use and transfer of your child / ward’s personal information under the Scheme, please kindly sign below.

學生姓名 Name of Student :

家長 / 監護人\*簽署 Signature of parent / guardian\* :

家長 / 監護人\*姓名 Name of parent / guardian\* :

日期 Date :

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\*請刪去不適用者

\*Please delete as appropriate

- 完 -  
**-END-**

## 須知事項

### Points to Note

1. 請填妥申請表各項，並提供正確資料。如未能按申請表的指示填報所有所需資料，或申請人及家長 / 監護人未有適當地簽署聲明部分，申請表可能不獲受理。一經遞交，除個人資料外，不可對申請表作出任何修改。

Please ensure that all parts of the form are completed and the information is accurate. The application may not be considered if the applicant fails to provide all information requested along the instructions in this form or the declaration is not duly signed by the applicant and his / her parent / guardian. Once submitted, no amendments to the application may be made except your personal data.

2. 申請人需要就申請獲得所就讀學校的一名校長或老師的推薦，申請人有責任自行向校長 / 老師取得推薦，大會將不會就此提供任何協助。

Applicants are required to include a recommendation from their school principal / teacher in support of their application. Applicants should request the recommendation from their principal / teacher by themselves and no assistance will be provided by the organiser in this regard.

3. 申請人需要填妥申請表，並在 **2021 年 6 月 30 日 (星期三) 晚上 11 時 59 分或之前**，以**電郵**遞交至 [lifebuddies@csso.gov.hk](mailto:lifebuddies@csso.gov.hk) (標題註明:「與香港同行」計劃)。申請表應儘量以**電子方式**填寫。而每份申請表格必須以**單一檔案**、**PDF 格式**及以**電郵附件**方式遞交，切勿上載到雲端硬碟。任何逾期或以其他途徑或格式遞交的申請表可能不獲受理。

Applicants should complete the application form and send it to [lifebuddies@csso.gov.hk](mailto:lifebuddies@csso.gov.hk) **by email** (Re: “Be a Government Official for a Day” Programme) **at or before 11:59 p.m. on 30 June 2021 (Wednesday)**. The application form should be filled in **electronically** as far as possible. Each application form should be submitted in **a single PDF file** as an email **attachment**. Please do not upload the file to any cloud drives. Any late applications or applications submitted by other means or in other formats may not be entertained.

4. 通過初步甄選的申請人將被安排於七月中下旬進行面見，屆時將有電郵通知相關詳情。如申請人於 **7 月 31 日**仍未收到通知，可視作申請不成功，大會將不作另行通知。

Applicants who passed the initial screening will be invited to a face-to-face meeting held between mid to late July. A separate notification will be made by email on the relevant arrangement. Applicants who have not received any notification by **31 July** may consider their application unsuccessful and no separate notification will be made.



5. 一經取錄，申請人必須保證完成整個計劃，包括準備工作坊、工作影子、體驗回顧工作坊、及分享會各個項目，否則參加者可能不會獲頒授活動參與證書。有關活動的暫定時間表如下 –
- Once selected, the applicant must undertake to complete the entire programme, which includes the orientation session, job shadowing, debriefing session and sharing session. Otherwise, participants may not be awarded the certificate of participation of the programme. The tentative schedule of the activities is as follows –

準備工作坊 Orientation Session	2021 年 8 月 4 日 4 August 2021
工作影子 Job Shadowing	2021 年 8 月 9 日至 20 日其中一個工作天 A working day within 9 to 20 August 2021
體驗回顧工作坊 Debriefing Session	2021 年 8 月 24 日 24 August 2021
分享會 Sharing Session	2021 年 8 月 30 日 30 August 2021

## A. 商貿經濟

### Commerce and Business

- |  |  |
|--|--|
| A1. 貿易和投資推廣<br>Promotion of Trade and Investment                       | A4. 會議展覽<br>Conventions & Exhibitions                      |
| A2. 旅遊事務<br>Tourism  | A5. 電訊及廣播事務<br>Telecommunications and Broadcasting Affairs |
| A3. 粵港澳大灣區建設<br>Guangdong-Hong Kong-Macao Greater Bay Area Development |  |

## B. 跨局協作及統籌

### Cross-bureaux Coordination

- |  |   |
|--|---|
| B1. 扶貧<br>Poverty Alleviation          | B3. 少數族裔事務<br>Ethnic Minority Affairs         |
| B2. 人力資源規劃<br>Human Resources Planning | B4. 兒童及青年發展<br>Children and Youth Development |

## C. 紀律部隊、保安及法律事務

### Disciplined Services, Security and Legal Affairs

- |                                 |   |
|---------------------------------|---|
| C1. 警務<br>Police                | C7. 醫療輔助服務<br>Auxiliary Medical Service           |
| C2. 消防<br>Fire Services         | C8. 禁毒<br>Anti-drug Work                          |
| C3. 海關<br>Customs and Excise    | C9. 法律草擬<br>Law Drafting                          |
| C4. 懲教<br>Correctional Services | C10. 檢控<br>Prosecution                            |
| C5. 入境事務<br>Immigration         | C11. 法律援助<br>Legal Aid                            |
| C6. 飛行服務<br>Flying Service      | C12. 向政府提供法律意見<br>Legal Advice for the Government |

## D. 教育培訓

### Education and Training

- |  |  |
|--|--|
| D1. 職業訓練及僱員再培訓<br>Vocational Training and Employees Retraining | D3. 持續進修、資歷架構<br>Continuing Education and Qualifications Framework |
|--|--|

D2. 高等教育發展  
Development of Higher Education

## **E. 環境及保育** **Environment and Conservation**

E1. 可持續發展  
Sustainable Development

E2. 氣候變化  
Climate Change

E3. 郊野公園管理  
Country Parks Management

E4. 古蹟保育及活化  
Conservation and Revitalisation of Antiquities  
and Monuments

E5. 保護動物及樹木  
Protection of Animals and Trees

E6. 漁農業發展  
Development of Agriculture and Fisheries  
Industries

## **F. 房屋** **Housing**

F1. 資助房屋的規劃及管理  
Planning and Management of Subsidised  
Housing

F2. 屋宇設備安全及維修  
Safety and Maintenance of Building Services

F3. 過渡性房屋  
Transitional Housing

F4. 「劏房」租務管制  
Tenancy Control of Subdivided Units

## **G. 創新及科技發展** **Innovation and Technology Development**

G1. 推動本地創新科技發展  
Promotion of Innovation and Technology  
Development in Hong Kong

G2. STEM 教育  
STEM Education

G3. 推動智慧城市  
Promotion of Smart City

G4. 提升政府服務效率  
Enhancement of Efficiency of Government  
Services

## **H. 勞工及福利** **Labour and Welfare**

H1. 勞工權益及就業支援  
Labour Rights and Employment Support

H2. 兒童、家庭及青少年服務  
Children, Family and Youth Services

H3. 安老服務  
Elderly Services

H4. 社會保障(如綜援及長者生活津貼等)  
Social Security (e.g. Comprehensive Social  
Security Assistance Scheme and Old Age Living  
Allowance)

H5. 婦女權益  
Rights of Women

H6. 殘疾人士支援  
Support for Persons with Disabilities

## I. 康樂及文化

### Leisure and Culture

- |   |  |
|---|--|
| I1. 文康設施管理(如博物館、圖書館、游泳池及公園等)<br>Management of Cultural and Leisure Facilities (e.g. Museums, Libraries, Swimming Pools and Parks) | I3. 藝術發展及推廣<br>Development and Promotion of Arts |
| I2. 體育發展及推廣<br>Development and Promotion of Sports  |  |

## J. 民生相關服務

### Livehoods-related Services

- |                              |  |
|------------------------------|--|
| J1. 天氣預測<br>Weather Forecast | J4. 街市及小販管理<br>Management of Markets and Hawkers |
| J2. 郵政<br>Postal Service     | J5. 街道潔淨<br>Street Cleaning                      |
| J3. 食物安全<br>Food Safety      |  |

## K. 公共資源管理

### Management of Public Resources

- |  |  |
|--|--|
| K1. 公務員招聘及管理<br>Recruitment and Management of Civil Servants | K3. 稅務<br>Taxation                       |
| K2. 公共財政管理<br>Management of Public Finance                   | K4. 財政預算案製訂<br>Formulation of the Budget |

## L. 公民議政及平等機會

### Participation in Policy Discussion and Equal Opportunities

- |  |   |
|--|---|
| L1. 立法會及區議會選舉安排<br>Electoral Arrangements for Legislative Council and District Council | L3. 消除歧視及促進平等機會<br>Elimination of Discrimination and Promotion of Equal Opportunities |
| L2. 區議會及地區事務<br>District Council and District Affairs                                  | L4. 私隱保障<br>Protection of Privacy   |

## M. 公共衛生及醫療

### Public Health and Healthcare services

- |  |  |
|--|--|
| M1. 公營醫院及門診服務<br>Public Hospital and Out-Patient Clinic Services | M3. 基層醫療(如地區康健中心等)<br>Primary Healthcare (e.g. District Health Centre) |
|--|--|

M2.預防及控制傳染病  
Prevention and Control of Infectious  
Diseases

M4.中醫藥規管及發展  
Regulation and Development of Chinese  
Medicine

## N. 金融服務監管及發展

### Regulation and Development of Financial Services

N1.證券業

Securities Industry

N2.銀行業

Banking Industry

N3.強積金

Mandatory Provident Fund

N4.保險業

Insurance Industry

N5.香港與其他地區金融合作

Financial Cooperation between Hong Kong and  
Other Regions

N6.金融基建發展

Financial Infrastructure Development

## O. 運輸、工程服務及城市規劃

### Transportation, Engineering Service and Town Planning

O1.公共交通服務規劃及管理

Planning and Management of Public  
Transport Services

O2.航空交通

Air Service

O3.機電工程（如電力、氣體及機械設備）

Electrical and Mechanical Engineering (e.g.  
Electricity, Gas and Machines)

O4.大型基建工程（如：道路、鐵路）

Major Infrastructure Projects (e.g. Highway  
and Railway)

O5.建築及園境設計

Architectural and Landscape Design

O6.渠務工程（如污水及雨水處理）

Drainage Works (e.g. Sewage and Stormwater  
Treatment)

O7.水務工程（如水安全及供水服務）

Waterworks (e.g. Water Safety and Supply)

O8.斜坡安全及維修

Safety and Maintenance of Slopes

O9.城市規劃

Town Planning

O10.土地管理、測量及製作地圖

Management of Land, Surveying and Mapping

## P. 其他（請在報名表註明有關範疇）

### Others (Please specify the areas concerned in the application form)

有關「友·導向」師友計劃及「與香港同行」計劃的

收集個人資料聲明

**Personal Information Collection Statement  
for “Life Buddies” Mentoring Scheme and  
“Be a Government Official for a Day” Programme**

扶貧委員會重視閣下子女 / 受監護者的個人資料私隱，並希望藉此機會讓閣下了解我們根據《個人資料（私隱）條例》的要求所定下個人資料私隱政策。

To assure you of our awareness of personal data privacy of your child / ward, the Commission on Poverty take the opportunity to inform you of the following important information about our privacy policy formulated in compliance with the requirements of the Personal Data (Privacy) Ordinance (the “Ordinance”):

**收集目的及個人資料的使用**

**Purposes of collection and use of personal data**

1. 閣下子女 / 受監護者向我們提供的個人資料只會用作推行「友·導向」師友計劃（「友·導向」）及「與香港同行」計劃（計劃）的用途，包括(i) 有關計劃的日常行政；(ii) 讓官員在制定計劃下「工作影子」安排時作參考；(iii) 讓培訓導師設計計劃下培訓活動時作參考；及(iv) 作有關計劃的分析 / 研究。

The personal information collected from your child / ward will be used solely for the operation of the “Life Buddies” Mentoring Scheme (the “Scheme”) and the “Be a Government Official for a Day” programme (the “Programme”), including (i) our day-to-day administration on matters relating to the Programme; (ii) for officials’ reference when planning the job shadowing session of the Programme; (iii) for trainers’ reference when designing the training sessions of the Programme and (iv) analysis / research relevant to the Programme.

2. 我們只向閣下子女 / 受監護者收集推行「友·導向」及計劃所需的個人資料。若閣下不同意向我們提供我們所需的個人資料，或會影響閣下子女 / 受監護者獲甄選參與計劃及與合適官員的配對。

The amount of personal information we collect from your child / ward is kept to the minimum and is necessary for the operation of the Scheme and the Programme. Your reservation about providing us with the information we required may affect the making of suitable selection and matching decision on your child / ward’s participation in the Programme.

## 個人資料的轉移

### Transfer of personal data

3. 在管理、甄選、配對、工作影子及提供培訓的過程中，我們在有需要時會向參與的培訓導師及官員提供閣下子女 / 受監護者的個人資料。有關的培訓導師及官員在資料轉移前需要作出保證，確保閣下子女 / 受監護者被轉移的個人資料會獲得合理的保障。

For the purpose of administration, selection, matching, job shadowing and provision of training, your child / ward's personal data may be transferred to trainers and officials as and when necessary. As bound by undertakings agreed before every transfer, trainers and officials are required to afford reasonable level of protection for your child / ward's personal information transferred to them.

## 個人資料的保留

### Retention of personal data

4. 我們維持及執行載有個人資料的紀錄的保留政策，以確保個人資料的保存時間不會超過將其保存以貫徹該資料被使用於或會被使用於的目的而所需的時間。我們會在計劃完結或閣下子女 / 受監護者退出計劃的六個月內（以較早日期計算），將閣下子女 / 受監護者的個人資料刪除。

We maintain and execute retention policies of records containing personal data to ensure personal data is not kept longer than is necessary for the fulfilment of the purpose for which the data is or is to be used. Your child / ward's personal information collected under the Programme will be deleted within 6 months upon completion of the Programme or withdrawal of your child / ward from the Programme, whichever date is earlier.

## 個人資料的保障措施

### Protection of personal data

5. 我們採取適當步驟以保障所持有的個人資料免受喪失、未經准許的查閱、使用、修改或披露。我們辦公室內的人員均須遵守既定的個人資料管理指引，並只能按「有需要知道」的原則查閱個人資料。

We take appropriate steps to protect the personal data we hold against loss, unauthorised access, use, modification or disclosure. Personnel in our office are required to follow an established guideline on personal data management, and can only gain access to the personal information on a need-to-know basis.

## 查閱及改正資料

### Rights of access and correction

6. 閣下可向我們提出查閱及改正我們所持有有關閣下子女 / 受監護者的個人資料。若閣下希望提出查閱及改正個人資料的要求，或就我們的私隱政策有查詢，請聯絡我們的資料保障主任：

You have the right to request access to and correction of your child / ward's personal information held by us. Requests of data access and correction and enquiries related to our privacy policy should be addressed to our Data Protection Officer, with contact information as follows:

電話 Tel. : 3142 2888  
傳真 Fax : 2537 7068  
電郵 Email : [opinion@povertyrelief.gov.hk](mailto:opinion@povertyrelief.gov.hk)  
地址 Address : 香港添馬添美道 2 號政府總部 26 樓扶貧委員會秘書處  
Secretariat of Commission on Poverty  
26/F, Central Government Offices  
2 Tim Mei Avenue, Tamar  
Hong Kong