



「與司局長同行」計劃

申請表

“Be a Government Official for a Day” Programme

Application Form

在填寫本申請表前，請先細閱第 7 頁的須知事項。

Please read the Points to Note on page 7 carefully before completing this form.

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 : _____
- 偏好溝通語言： _____ 廣東話 _____ 英語 _____ 普通話
Preferred Language of Communication : Cantonese English Putonghua
- 年級： 中四 _____ 中五 _____ 7. 電郵地址 _____
Grade : Form 4 Form 5 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) : _____
- 宗教信仰： 沒有 _____ 有，請說明： _____
Religion : 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. 請以英文或中文簡單介紹你自己，並解釋你參加本計劃的原因（不多於二百字）：

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

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?

4. 你對哪些公共服務範疇有興趣？為甚麼？
Which area(s) of public service are you interested in? Why?

5. 除「與司局長同行」計劃外，你是否有興趣於六至七月參加「友·導向」師友計劃旗下其他職場體驗活動？

In addition to the “Be a Government Official for a Day” programme, will you be interested in other Job Tasting programmes offered under the “Life Buddies” Scheme in June and July?

是 Yes 否 No

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：
School Name : _____

5. 職位：
Post : _____

6. 推薦原因 (中英皆可，不多於一百字)：

Reason 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「與司局長同行」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選拔和配對決定，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、主動與主要官員就有關生涯規劃議題溝通、及提交回饋。

I (Name) _____ and my parent / guardian* (Name) _____ agrees 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 communicating with Principal Officials on issues related to life planning as well as providing feedback.

學生簽署 Signature of student : _____

學生姓名 Name of student : _____

日期 Date : _____

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「與司局長同行」計劃 (計劃) 的用途，包括 (i) 有關計劃的日常行政；(ii) 讓主要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。

The personal information collected from your children / 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 Principal 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 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 children / 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 :

*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。

Please ensure that all parts in 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.

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 one of 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 **2018 年 5 月 11 日(星期五)前**，以電郵(lifebuddies@csso.gov.hk) 遞交至政務司司長私人辦公室 (標題註明：「與司局長同行」計劃)。任何逾期或以其他途徑遞交的申請表可能不獲受理。

Applicants should complete the application form and send it by email to the Chief Secretary for Administration's Private Office at lifebuddies@csso.gov.hk (Re: "Be a Government Official for a Day" Programme) **on or before 11 May 2018 (Friday)**. Any late applications or applications submitted by other means may not be entertained.

4. 獲選的申請人將被安排於五月或六月參加面試，將有專人以電郵或電話通知相關詳情。

Selected applicants will be invited to an interview held in May or June. A separate notification will be made by email or phone on the relevant arrangement.

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、及規劃將來各個項目。

Once selected, the applicant must undertake to complete the entire programme, which includes orientation session, job shadowing, debriefing session and follow-up session.

6. 除「與司局長同行」計劃外，申請人可能被邀請參加「友·導向」師友計劃旗下由不同政府部門 / 企業 / 機構於 2018 年 6 月 25 日至 7 月 13 日期間提供的職場體驗活動，為期兩天，詳情請參閱網站(www.lifebuddies.hk)上的資料，獲邀的申請人將有專人以電郵或電話通知相關詳情。
- In addition to the “Be a Government Official for a Day” programme, applicants may be invited to participate in other Job Tasting programmes offered by various Government departments / corporates / organization under the “Life Buddies” Mentoring Scheme for two days between 25 June and 13 July 2018. More information regarding the Job Tasting programmes can be found at www.lifebuddies.hk and a separate invitation will be made by email or phone on the relevant arrangement.

有關「友·導向」師友計劃的
收集個人資料聲明
**Personal Information Collection Statement
for “Life Buddies” Mentoring Scheme**

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, 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「與司局長同行」計劃(計劃)的用途，包括(i) 有關計劃的日常行政；(ii) 讓主要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 children / 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 Principal 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主要官員的配對。

The amount of personal information we collect from your children / 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 us from making suitable selection and matching decision on your children / 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主要官員提供閣下子女 / 受監護者的個人資料。有關的培訓導師及主要官員在資料轉移前作出保證，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 children / ward's personal data may be transferred to trainers and Principal Officials as and when necessary. As bound by undertakings agreed before every transfer, trainers and Principal Officials are required to afford reasonable level of protection for your children / 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 children / ward's personal information collected under the Scheme will be deleted within 6 months upon completion of the Programme or withdrawal of your children / 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 children / 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
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