



「與香港同行」計劃 2019 – 部門首長篇  
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 2019 – Heads of Departments Edition  
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.

**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 : \_\_\_\_\_
- 學校復活節假期： 由 \_\_\_\_\_ 至 \_\_\_\_\_ 日  
School Easter Holiday : From \_\_\_\_\_ to \_\_\_\_\_
- 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 8. 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: \_\_\_\_\_)
- 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 do 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. 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?

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5. 除「與香港同行」計劃外，你是否有興趣與六至七月參加「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” Mentoring Scheme in June and July?

是 否

Yes  No

6. 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

救世軍

“Life Buddies” Mentoring Scheme Website

School

The Salvation Army

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 : \_\_\_\_\_  
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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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) \_\_\_\_\_ 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 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 : \_\_\_\_\_

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。

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 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 :

\*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，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.

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 **2019 年 2 月 22 日 (星期五) 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 22 February 2019 (Friday)**. 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三月參加會面，將有專人以電郵或電話通知相關詳情。如於3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 in March. A separate notification will be made by email or phone on the relevant arrangement. Applicants who have not received any notification by 31 March 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。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. The tentative schedule of the activities is as follows –

準備工作坊 Orientation Session	2019 年 4 月 15 日 15 April 2019
工作影子 Job Shadowing	2019 年 4 月 18 至 26 日其中一個工作天 A working day within 18 to 26 April 2019
體驗回顧工作坊 Debriefing Session	2019 年 4 月 27 日 27 April 2019
分享會 Sharing Session	2019 年 6 月下旬 ( 待定 ) Late-June 2019 (to be confirmed)

6. 除「與香港同行」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 2019 年 6 月下旬至 7 月中旬 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](http://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 / organisations under the “Life Buddies” Mentoring Scheme for two days between late-June and mid-July 2019. More information regarding the Job Tasting programmes can be found at [www.lifebuddies.hk](http://www.lifebuddies.hk) and a separate invitation will be made by email or phone on the relevant arrangement.

7. 本表格只適用於申請「與香港同行」計劃下的「部門首長篇」。如欲參加於暑假期間舉行的「特首及司局長篇」，請留意四月下旬公布的報名詳情，作另行申請。

This application form is only valid for the “Heads of Departments Edition” of the “Be a Government Official for a Day” programme. For the “Chief Executive and Principal Officials Edition” to be held in the summer holiday, please refer to the details to be announced in late-April and make a separate application.

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 the 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 the Commission on Poverty  
26/F, Central Government Offices  
2 Tim Mei Avenue, Tamar  
Hong Kong