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**Application for Regulatory Affairs Officer (Business) (Non-Civil Service Vacancy)**

**Supplementary Information Sheet**

**申請規管事務主任(業務)職位（非公務員職位空缺）**

**補充資料表格**

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| To:  致： | Personnel Registry, Office of the Communications Authority,  29/F., Wu Chung House, 213 Queen’s Road East,  Wanchai, Hong Kong.  香港灣仔皇后大道東213號  胡忠大廈29樓  通訊事務管理局辦公室人事組 |

**Part A –** Candidates should havea First or Second class honours bachelor’s degree in **Business Administration**, **Economics**, **Accounting** or **Finance** from a university in Hong Kong, or equivalent. Please provide a detailed account of the relevant qualifications attained below. (Please use additional sheets if the space provided is not adequate.)

甲部：申請人須持有香港任何一所大學頒授的**工商管理**、**經濟**、**會計**或**財務**一級或二級榮譽學士學位，或具備同等學歷。請於下表詳述所持有的相關學歷。(如空位不敷應用，請另頁詳列有關資料)

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| **Colleges, Universities, etc. Attended**  **曾就讀的學院、大學等** | **Programmes Attended**  (e.g. Business Administration (Major: Marketing, Minor: E-Business))  **修讀的課程**  (例如：工商管理 (主修：市場學、副修：電子商務)） | **Qualification Obtained**  (e.g. Bachelor of Business Administration (Honours - Second Class Div I)  **已獲取的學歷**  (例如：榮譽工商管理學士-二級榮譽甲等) | **Date Obtained**  (Day/Month/Year)  **獲取學歷日期**  (日／月／年） |
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**Part B** **–** Candidates should have at least **two years’** post-graduate experience in the relevant field, preferably in regulatory or compliance role in the telecommunications sector, public sector or equivalent.Please provide a detailed account of your relevant working experience after attaining the relevant qualifications in Part A. (Please use additional sheets if the space provided is not adequate.)

乙部：申請人須 在取得學位後具備相關範疇至少**兩年**的工作經驗，以曾在電訊業界、公營部門擔任規管或合規工作的經驗為佳，或具備同等經驗。請詳述獲取甲部所列學歷後的相關工作經驗。(如空位不敷應用，請另頁詳列有關資料)

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| **Period**  **(in chronological order)**  時間（按任職的日期順序列出） | | **Full Time/**  **Part Time 全職/兼職** | **Title of Position and Name of Company/ Organisation**  職位及 公司／機構名稱 | **Descriptions of Job Duties**  職務說明 | **Job Nature Note [[1]](#footnote-1)**  **(Please indicate the job nature by using the index in Note 1)**  工作性質註1  (請使用註1內的分類標示工作性質) | **Relevant Working**  **Experience**  **(Official use only)**  **相關工作經驗**  **(只供部門填寫)** |
| From  (DD/MM/YY)  由  (日/月/年) | To  (DD/MM/YY)  至  (日/月/年) |
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| **Total years of relevant experience (Official use only)**  **具備相關工作經驗的總年數 (只供部門填寫)** | | | | | | \_\_\_ Y\_\_\_ M |

**Part C – Please insert a “**✓**” in the appropriate box.**

**丙部：**請在適當方格內加上 “✓” 號。

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| □ | I understand that if I willfully give any false information or withhold any material information in this Supplementary Information Sheet (SIS), or fail to notify the Office of the Communications Authority 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 this SIS are completed and the information is accurate. I consent to the Government making any necessary enquiries for purposes relating to recruitment by and employment with the Government and for the verification of the information given above.  本人明白倘若故意在填寫本補充資料表格（本表格）時虛報資料或隱瞞重要事實，或未有在本表格內所提供資料已作更改後通知通訊事務管理局辦公室，可令本人喪失獲錄用的資格；即使已獲錄用，亦可遭終止聘用。本人確定已填寫本表格內所有部分，並提供正確資料。本人同意政府可就進行與政府招聘工作及僱用有關的事宜，以及為核實上述資料而進行必要的查詢。 | | | | |
|  | | | | | |
| Name 姓名： | |  |  | Signature 簽署： |  |
| Hong Kong Identity Card No.  香港身份證號碼： | |  |  | Date 日期： |  |

**Notes for applicants:**

**申請人須知：**

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.

申請人在本表格內所提供的個人資料，將用於招聘工作及其他與僱用有關的事宜上。如有需要，有關資料可能會送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行與政府招聘工作及僱用有關的事宜，例如學歷評審、體格檢查、僱主推薦及操守審查等。在一般情況下，未獲取錄申請人的個人資料將於落選日期後24個月全部銷毀。

Your provision of all the personal data requested in this SIS is obligatory. You should particularly note that the Office of the Communications Authority 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 may not be considered** if you fail to provide all information as requested.

申請人必須填報本表格內要求提供的所有個人資料。通訊事務管理局辦公室可能要求申請人提供特定的資料，以支持申請個別職位。申請人必須參閱招聘廣告內列出的有關要求填寫本表格。申請人如未能提供所需的所有資料，其**申請可能不獲受理**。

You are required to notify the Office of the Communications Authority if there are any subsequent changes 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 Personnel Registry of the Office of the Communications Authority, 29/F., Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong or by email to recruit-ncsc@ofca.gov.hk.

提交本表格後，如所提供的資料（包括香港特別行政區永久性居民的身份）有任何更改，申請人必須通知通訊事務管理局辦公室。提交申請書後，如欲更改或查詢個人資料、或查詢與招聘有關的事宜，請與通訊事務管理局辦公室人事組聯絡（地址：香港灣仔皇后大道東213號胡忠大廈29樓)或電郵至recruit-ncsc@ofca.gov.hk。

1. Note A – Business Administration; B – Economics; C – Accounting; D – Finance; E – Telecommunications; F - Public Sector; or G –Others (Please specify)

   註1 A–工商管理；B–經濟；C–會計；D–財務； E–電訊；F - 公營部門；或G–其他(請註明) [↑](#footnote-ref-1)