



康樂及文化事務署
Leisure and Cultural Services Department
兼職導師／領隊登記申請表

Application For Registration as a Part-time Instructor / Leader

只供本署職員填寫 For Official Use Only	
Subject Code:	
Application No:	
Successful / Unsuccessful	
Valid Until :	

(I) 個人資料

Personal Particulars

姓名：(英文) _____ (中文) _____ 性別[#]：男 女
Name (in English) (in Chinese) Sex[#] Male Female

身分證文件號碼：_____ 年齡：_____ 出生日期：_____ 日 _____ 月 _____ 年
No. of Personal Identifier Age Date of Birth Day Month Year

住址：(英文) _____
Address (in English)
(中文) _____
(in Chinese)

電話：(住宅) _____ (辦事處) _____ (傳呼機/流動電話) _____ 電郵地址：_____
Tel. No. (Home) (Office) (Pager/ Mobile Phone) E-mail Address

職業[#]：在職 主婦 學生 退休 其他，請註明 _____
Occupation[#] Employed Housewife Student Retired Other, please specify

教育程度[#]：小學或以下程度 中學 大專或以上
Education[#] Primary or below Secondary Post-secondary or above

你是否香港特別行政區永久性居民？ 是 否
Are you a permanent resident of Hong Kong Special Administrative Region? Yes No

(II) 申請登記的康體活動名稱：(每表只可填報一項)

Type of Sport / Activity Applying for : (Use ONE application form for each sport / activity)

(III) 申請登記的康體活動任教經驗/年資：

Previous Experience / Year of Service as instructor for the Sport / Activity Applying for :

(IV) 申請項目的有關資歷

Relevant Qualifications

證書／證件 Certificate / Document	發證機構 Issuing Organization	簽發日期 Date of Issue 日 / 月 / 年 dd / mm / yyyy	有效日期至 Valid Until 日 / 月 / 年 dd / mm / yyyy

(V) 工作時間選擇 (可選擇多項)：請在適當方格內填上「✓」號。

Time Available for Service (More than one alternative is allowed): Please tick the appropriate box(es).

星期 Day	時間 Time	上午 7 時 - 中午 12 時 (7am-12nn)	中午 12 時 - 下午 5 時 (12nn-5pm)	晚上 6 - 11 時 (6-11pm)
星期一至五 Monday to Friday				
星期六 Saturday				
星期日及公眾假期 Sunday & Public Holidays				

請在適當方格內填上「✓」號(惟‘職業’一欄可選擇填寫與否)。Please tick the appropriate box(es) (except that item ‘Occupation’ is optional).

(VI) A) 服務地區選擇 (只可選三項)：請在方格內以數字(1-3)表示你希望服務的3個地區(1為首選)。

Districts preferred (Three alternatives are allowed): Please indicate in order of priority (1-3) in following box(es) (1 – most preferable).

港島區： 中西區 東區 南區 灣仔區
Hong Kong Island: Central & Western Eastern Southern Wan Chai
九龍區： 九龍城區 觀塘區 深水區 黃大仙區 油尖旺區
Kowloon: Kowloon City Kwun Tong Sham Shui Po Wong Tai Sin Yau Tsim Mong
新界東： 北區 西貢 沙田 大埔
New Territories East: North Sai Kung Sha Tin Tai Po
新界西： 離島 葵青 荃灣 屯門 元朗
New Territories West: Islands Kwai Tsing Tsuen Wan Tuen Mun Yuen Long

B) 服務場地選擇 (可選擇多項)：請在方格內以「✓」號表示可服務的場地。

Venues preferred (More than one choice is allowed): Please tick the appropriate box(es).

戶外活動中心： 麥理浩夫人度假村 曹公潭戶外康樂中心 西貢戶外康樂中心 鯉魚門公園及度假村
Outdoor Pursuit Lady MacLehose Holiday Village Tso Kung Tam Outdoor Recreation Centre Sai Kung Outdoor Recreation Centre Lei Yue Mun Park & Holiday Village
 賽馬會黃石水上活動中心 大美篤水上活動中心 創興水上活動中心
The Jockey Club Wong Shek Water Sports Centre Tai Mei Tuk Water Sports Centre Chong Hing Water Sports Centre
 屯門康樂體育中心 聖士提反灣水上活動中心 赤柱正灘水上活動中心
Tuen Mun Recreation & Sports Centre St. Stephen's Beach Water Sports Centre Stanley Main Beach Water Sports Centre

(1) 本人證實以上資料均屬正確。如有任何個人資料變更，本人會通知康樂及文化事務署康樂事務部作出更改。

I confirm that all the above particulars are correct. If there is any change of the data, I shall inform the Leisure Services Branch of the Leisure and Cultural Services Department to update the record.

(2) 為方便市民報名參加體育活動，本人現同意在有關活動的宣傳刊物或通告板上列出本人的姓名。

I hereby consent to the disclosure of my name in the publicity materials in the form of sports programmes in order to facilitate the general public's enrolment to those programmes.

日期：_____

Date

申請人簽署：_____

Signature of Applicant

注意 Note

- 請將填妥的表格連同**教練 / 領隊證書副本**一併交回沙田排頭街1至3號康樂及文化事務署總部3樓康樂及文化事務署康樂事務部。
Please return the completed form together with **copies of instructor / leader certificates** to the Leisure Services Branch of the Leisure and Cultural Services Department, 3/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, New Territories.
- 申請人提供的資料只供申請登記為康樂及文化事務署康體活動兼職教練/領隊及日後聯絡之用。你提供的個人資料除本署授權職員外，將不會提供予其他人士。若要求更改或索取你申報的個人資料，可與本署康樂事務部職員聯絡。如你未能提供所需的個人資料，本署可能無法處理你的申請。
The information provided will be used for application for registration as part-time instructors / leaders of the Leisure and Cultural Services Department and for future contact purposes. Apart from staff duly authorized by the Department, no one will be given access to your personal data. If you want to revise or retrieve the personal data that you have reported, you may contact our staff of the Leisure Services Branch of the Leisure and Cultural Services Department. The provision of your personal information in this form is obligatory. If you do not provide the required personal information, this Department may not be able to process your application.

查詢 Enquiries: 請電 2601 8874 與本署職員聯絡。

Please contact our staff at 2601 8874.

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Action	Date	Action by	Remarks
Application received			
Acknowledgement card / letter			
Invitation for interview			
Date of interview			
Interviewer's recommendation: Recommended / rejected			
Endorsement by appropriate authority			
Letter of notification			

請填妥下列回郵地址 Correspondence Address to be completed by applicant

姓名：_____

Name

地址：_____

Address

姓名：_____

Name

地址：_____

Address