

香港歷史博物館導賞員招募及培訓計劃 2023
Hong Kong Museum of History
Docent Recruitment and Training Programme 2023

截止報名日期 Application Deadline: 2023.11.30 (星期四 Thursday)

報名表格 Application Form

請以正楷填寫 Please complete in **BLOCK letters**

姓名 (須與香港身份證一致) Name (as appeared on HKID card):

(中文 Chinese) _____ 先生 女士 小姐

(英文 English) _____ Mr Mrs Miss

(申請者須年滿 18 歲或以上的香港永久性居民) Aged 18 or above and is a Hong Kong permanent resident

出生日期 Date of Birth: _____

通訊地址 Correspondence Address: _____

電郵地址 Email Address: _____

(以通知面試及日後培訓考核之用 For interview, training and assessment notification purposes)

聯絡電話 Contact Number: _____ (手提 Mobile) _____ (住宅 Resident)

職業 Occupation: _____

任職機構 Name of Organisation/退休前任職機構 Name of Former Organisation(s): _____

(現職公務員 Serving Civil Servant 退休公務員 Retired Civil Servant)

(現職公務員導賞員酬金將會轉帳至公務員薪酬帳號，酬金將會一併計算薪俸稅。

Docent honorarium for serving civil servant will be transferred to the civil servant payroll account and will be included in salaries tax calculations.)

學歷 Education: _____

(請附上學歷證明 Please attach copies of proofs, i.e. transcripts, certificates and diplomas)

語文能力 Language Proficiency: _____

(請參閱《報名須知》(四)中的第5點 Please refer to point 5 of part 4 in "Notes on Application")

可提供導賞服務的語言 Language(s) of Providing Docent Service:

粵語 Cantonese 英語 English 普通話 Putonghua 手語 Sign Language
 其他 Others (請註明 Please Specify:) _____

相關經驗（例如教學、導賞服務、通達導賞、帶領教育活動、服務傷殘人士的經驗等，請說明年份/日期，機構及活動詳情）

Relevant Experience (e.g. teaching, docent service, experience in accessible tours, leading educational activities, experience with people with disabilities; please specify the date/year, organisation and details of the activities)

個人專長、經驗及技能 Skills, Specialties or Experience

申請原因及抱負（100-200 字） Reason(s) for Application and Aspiration (100-200 words)

出席遴選面試及提供導賞服務的意願 Preference for Attending Selection Interview and Providing Docent Service

可出席遴選面試的日子 Availability to attend selection interview

(請在適當空格填上✓號，可選擇多於一項 Please tick as appropriate. You may choose more than one.)

平日 Weekdays 週末 Weekends

可提供導賞服務的時段 Availability to provide docent service

(請在適當空格填上✓號，可選擇多於一項 Please tick as appropriate. You may choose more than one time slot.)

	星期一 Mon	星期二 Tue	星期三 Wed	星期四 Thu	星期五 Fri	星期六 Sat	星期日 Sun	公眾假期 Public Holidays
上午 AM 10:00 am – 1:00 pm								
下午 PM 2:00 pm – 5:00 pm								

香港歷史博物館於星期二休館（公眾假期除外），故不設公眾/團體參觀及導賞服務。然而，館方或需要導賞員在當天帶領嘉賓導賞團。

The Hong Kong Museum of History is closed on Tuesdays (except public holidays) and does not provide guided tours service. However, working on Tuesdays may be required for special guided tours.

聲明 Declaration

本人 _____ 已閱畢及同意香港歷史博物館導賞員招募及訓練計劃 2023 的內容及細則。

I _____ understand and accept the conditions and requirements listed in the Hong Kong Museum of History Docent Recruitment and Training Programme 2023.

申請人簽署 Signature of Applicant: _____ 日期 Date: _____

注意事項 Points to note

1. 申請人在填寫報名表格前，請先細閱《報名須知》。
Please read the “Notes on Application” before completing this application form.
2. 導賞員並不受僱於香港特別行政區政府康樂及文化事務署或香港歷史博物館。
Docents are not employed by the Leisure and Cultural Services Department of the Hong Kong SAR Government or the Hong Kong Museum of History.
3. 請把填妥的報名表格，連同學歷證明/或資歷證明，於截止報名日期前以郵寄或電郵方式遞交。
 - a. 郵寄至九龍尖沙咀漆咸道南100號香港歷史博物館3樓教育活動組
(信封面請註明「香港歷史博物館導賞員招募及訓練計劃 2023」)
 - b. 電郵至 docents_hkmh@lcsd.gov.hk
(標題「香港歷史博物館導賞員招募及訓練計劃 2023—參加者姓名」)Please submit your completed application form with proof of academic qualifications and/or credentials by **post or email** before the deadline.
 - a. By post to the **Education Activities Sub-unit, 3/F, 100 Chatham Road South, Tsim Sha Tsui, Kowloon**
(Please clearly marked on the envelope “Hong Kong Museum of History Docent Recruitment and Training Programme 2023”)
 - b. By email to docents_hkmh@lcsd.gov.hk
(With the title “Hong Kong Museum of History Docent Recruitment and Training Programme 2023 — with your full name”)
4. 申請日期以信封上郵戳日期及本館電郵系統為準。
The postmark date on the envelope and the date of receipt of Hong Kong Museum of History’s email system shall be deemed the date of application.
5. 成功報名之申請者將接獲電郵確認通知，合資格的申請者稍後將獲邀參加遴選面試。未獲邀者可視為已落選，館方將不另作通知。
Successful applicants will be notified by email and qualified applicants will be invited to attend an interview later. Applicants who do not receive an interview invitation will be considered as unsuccessful.
6. 通過面試的申請者，須出席所有的培訓課程。
Applicants who pass the interview will be required to attend all training sessions.
7. 透過本表格所提供的個人資料將會用作導賞員招募、培訓及向獲取錄的導賞員提供本館資訊，並會送交獲授權處理有關資料的政府部門進行支付導賞員酬金之用（如獲取錄為導賞員後），並會存檔於本館作紀錄。根據《個人資料（私隱）條例》第18及22條及附表1內第6項原則規定，申請人有權要求查閱及改正本表格所載的個人資料；如欲查閱及/或更正，請於辦公時間（星期一至星期五，9:30 am – 12:45 pm & 2:00 – 5:30 pm）內致電2724 9082與本館職員聯絡。
The personal data you provided by means of this form will be used by the Hong Kong Museum of History for the purposes of processing your application, arranging training, providing docent with museum information/news and providing to government departments authorized to process the information for purposes relating to settling honorarium for docent (if accepted as museum docent) and will be kept in the museum for record purpose. You have the right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. For enquiry and/or corrections, please call us at 2724 9082 during office hours (Mondays to Fridays, 9:30 am - 12:45 pm & 2:00 - 5:30 pm).
8. 不獲取錄的申請人資料將於整個招募活動結束後銷毀。
The personal data of unsuccessful applicants will be destroyed after the recruitment process is completed.