

致：社會福利署合約管理組

To: Contract Management Section, Social Welfare Department

「院舍輸入護理員特別計劃」
本地招聘確認書

**Special Scheme to Import Care Workers for Residential Care Homes
Confirmation Form on Local Recruitment**

院舍名稱 Name of Residential Care Home: _____

牌照處檔號／私營醫療機構編號*LORCHE/LORCHD/PHF* No.: _____
(*請刪去不適用者。*Please delete where inappropriate)

關於本院舍根據「院舍輸入護理員特別計劃」(「特別計劃」)提出的輸入護理員配額申請，現確認如下(請在適當□中加上“✓”號)：

In connection with the application of our residential care home for quota to import care worker(s) under the Special Scheme to Import Care Workers for Residential Care Homes (“Special Scheme”), we confirm that (Please put “✓” in appropriate □)：

本院舍已按「特別計劃」規定，在申請日前 30 日內，連續 14 個曆日，即由 _____ 至 _____。

In accordance with the requirement of the Special Scheme, our residential care home has conducted local recruitment for a continuous period of 14 calendar days within 30 days preceding the application date, from _____ to _____.

- 在勞工處「互動就業服務」網站進行本地招聘。
through the Interactive Employment Service website of the Labour Department.
- 在本地報章／招聘網站刊登兩則本地招聘的廣告。
with two recruitment advertisements published in local newspaper(s) / on recruitment website(s).

上述招聘廣告內所刊登護理員職位月薪為港幣_____。

The monthly salary for the care worker post as advertised in the above recruitment advertisement is HK\$_____.

在上述本地招聘期間共有_____名(如沒有，請填“0”)求職者應徵護理員職位，現於「招聘本地護理員紀錄表」提供有關招聘結果資料，以便貴署參考。
During the local recruitment period as mentioned above, _____ job-seeker(s) (If nil, please fill in “0”) has / have applied for the post(s) of care worker. The information of recruitment result is provided in the “Record Form on Recruitment of Local Care Workers” for your reference.

本人明白社會福利署可能會要求本院舍提交個別求職者應聘的詳細資料（包括應徵紀錄和面試紀錄），並聯絡求職者以查核招聘紀錄。本院舍已徵詢求職者同意向社會福利署透露其個人資料。對於拒絕給予同意的求職者，本院舍向社會福利署提交招聘紀錄前，會在招聘紀錄中刪除他們的個人資料。

I understand that the Social Welfare Department may require our residential care home to submit detailed information about the job application of individual job seekers (including application records and interview records), and approach the job-seekers to check the recruitment records. Our residential care home has sought the consents of the job-seekers for disclosing their personal data to the Social Welfare Department. For job-seekers who have refused to give consents, our residential care home will redact their personal data from the recruitment records before submitting the recruitment records to the Social Welfare Department.

本人聲明本人在此文件及「招聘本地護理員紀錄表」內提供的資料全屬真實和正確。本人明白如本人蓄意或存心提出不正確資料或隱瞞任何事項，或錯誤引導社會福利署，社會福利署會終止處理本申請及在指定時間內不會接受本院舍的配額申請，本人亦須負上有關的法律責任。

I declare that the information furnished here and in the “Record Form on Recruitment of Local Care Workers” is true and accurate. I understand that if I knowingly or wilfully make any false statement or withhold any information, or otherwise mislead the Social Welfare Department, the Social Welfare Department will terminate the processing of this application and will not accept any quota application of our residential care home within a specified period of time, and also I shall bear the legal responsibilities.

獨資經營者／董事／獲授權合夥人／

獲授權代表姓名* #（請以正楷填寫）

Name of sole proprietor / director / authorised partner /

authorised representative* # (in block letters): _____

簽署 Signature : _____

申請者蓋印 Applicant's chop

日期 Date : _____

姓名、簽署及申請者蓋印必須與「特別計劃」申請表第 6 部分的申請者姓名、簽署及申請者蓋印相同。

The name, signature and applicant's chop must be the same as in Part 6 of the application form of the Special Scheme.

* 請刪去不適用者。Please delete where inappropriate.

備註：申請者須保留上述招聘廣告的正本／打印本、連續 14 個曆日在勞工處「互動就業服務」網站／本地報章／招聘網站刊登該招聘廣告的證明文件，及每一位求職者的應徵紀錄和面試紀錄(如適用)(包括求職者的姓名及聯絡資料、是否成功聘用、不獲聘用的原因、拒絕受聘的原因等資料)至本申請期完結後 6 個月，以供社會福利署抽查。

Remark: The applicant should keep original copy/printout of the above recruitment advertisement(s), documents of proof that such recruitment advertisement(s) has/have been published on the Interactive Employment Service website of the Labour Department /in local newspaper(s)/on recruitment website(s) for a continuous period of 14 calendar days and the application record and interview record (if applicable) of each job-seeker (including the name and contact information of the job-seeker, whether he/she was successfully employed, the reason(s) for not being employed, and the reason(s) for declining the offer, etc.) for six months after the end of this application period for spot check by the Social Welfare Department.

「院舍輸入護理員特別計劃」
Special Scheme to Import Care Workers for Residential Care Homes

招聘本地護理員紀錄表
Record Form on Recruitment of Local Care Workers

(招聘期 Recruitment Period: _____ 至 to _____)

院舍名稱 Name of Residential Care Home: _____

牌照處檔號／私營醫療機構編號*LORCHE/LORCHD/PHF* No.: _____

(* 請刪去不適用者。 *Please delete where inappropriate.)

院舍蓋印 Residential Care Home Stamp: _____

A. 應徵護理員職位的求職者人數 No. of job-seeker(s) applied for the post of care worker: _____

(如沒有，請填“0”；否則請繼續填寫 B 和 C 部分)

(If nil, please fill in “0”; otherwise please continue with filling of Part B and C)

B. 獲邀請參加面試人數 No. of job-seeker(s) invited to attend interview: _____

面試期 Interview Period : _____ 至 to _____

<p>註：(1)請在括弧內填寫人數。如沒有，請填“0”。 Please fill the number of person(s) in the bracket. If nil, please fill in “0”.</p> <p>(2)每位應徵者成功獲聘而離職／拒絕受聘／不獲聘用的原因可有多於一項。 Each job-seeker may have more than one reason for having Employment terminated after Employed/Declined offer/Not employed.</p>		
<p>填表時已成功獲聘人數 No. of job-seeker(s) have been employed when filling out the form ()</p>	<p>拒絕受聘人數 No. of job-seeker(s) declined offer ()</p>	<p>不獲聘用人數 No. of job-seeker (s) not employed ()</p>
<p>填表時仍在職人數 No. of person(s) still in employment when filling out the form ()</p> <p>填表時已離職人數 No. of person(s) terminated employment when filling out the form ()</p> <p>因下述原因離職人數 No. of person(s) left due to following reason(s):</p> <ul style="list-style-type: none"> ● 薪酬 Remuneration () ● 工作性質 Work nature () ● 工作環境 Work environment () ● 工作時間 Working hours () ● 其他 Others (please specify): () 	<p>因下述原因拒絕受聘人數 No. of person(s) declined offer due to following reason(s):</p> <ul style="list-style-type: none"> ● 薪酬 Remuneration () ● 工作性質 Work nature () ● 工作環境 Work environment () ● 工作時間 Working hours () ● 其他 Others (please specify): () 	<p>因下述原因不獲聘用人數 No. of person(s) not employed due to following reason(s):</p> <ul style="list-style-type: none"> ● 教育程度不符 Academic level not attained () ● 缺乏必須經驗 Lack of essential experience () ● 缺乏必須技術 Lack of essential skill(s) () ● 語文程度不符 Language requirement(s) not met () ● 其他 Others (Please specify): ()
<p>拒絕或缺席面試人數 Refused or failed to attend interview ()</p>		

C. 不獲邀請參加面試人數 No. of job-seeker(s) not invited to attend interview: _____

<p>註：(1)請在括弧內填寫人數。如沒有，請填“0”。 Please fill the number of person(s) in the bracket. If nil, please fill in “0”.</p> <p>(2)每位應徵者不獲邀請參加面試的原因可有多於一項。 Each job-seeker may have more than one reason for not being invited to attend interview.</p>	
<p>因下述原因不獲邀請參加面試求職者人數 No. of job-seekers not invited to interview due to following reason(s):</p> <ul style="list-style-type: none"> ● 教育程度不符 Academic level not attained () ● 缺乏必須經驗 Lack of essential experience () ● 缺乏必須技術 Lack of essential skill(s) () ● 語文程度不符 Language requirement(s) not met () ● 其他 Others (please specify): () 	