

Enquiry Telephone Numbers of Job Centres, Employment in One-stop and Recruitment Centres

Hong Kong East Job Centre	2591 1318
Hong Kong West Job Centre	2552 0131
North Point Job Centre	2114 6868
Kowloon East Job Centre	2338 9787
Kowloon West Job Centre	2150 6397
Kwun Tong Job Centre	2342 0486
Shatin Job Centre	2158 5553
Tai Po Job Centre	2654 1429
Sheung Shui Job Centre	3692 4532
Tsuen Wan Job Centre	2417 6197
Tuen Mun Job Centre	2463 9967
Employment in One-stop (located in Tin Shui Wai)	3692 5750
Recruitment Centre for the Catering Industry	2594 7800
Recruitment Centre for the Retail Industry	2594 7833



Telephone Employment Service Hotline:
2969 0888



Interactive Employment Service website:
<http://www.jobs.gov.hk>

12/2011

An Employment Services Guide for Ethnic Minority Job Seekers



The Labour Department (LD) provides a comprehensive range of employment services to help job seekers find jobs free of charge. Our services are conducted in both Chinese and English. If you speak neither of these languages, we can arrange interpretation service for you by appointment.

If you are looking for a job, read this Guide to find out the employment services that best suit your needs.

Job Centres and Employment in One-stop

We operate a network of 11 Job Centres and an Employment in One-stop in the territory. You are welcome to visit any one of these centres and use the facilities there to complete the job hunting process, including:-

- Telephones to contact employers instantly
- Computers with resume-building software to prepare your resume
- Fax machines and computers with internet functions to fax or email your resume and application letter to employers
- Touch-screen vacancy search terminals connected on-line to LD's huge vacancy database to search for suitable vacancies

Dedicated Employment Services for Ethnic Minority Job Seekers

Special Counter for Ethnic Minority Job Seekers

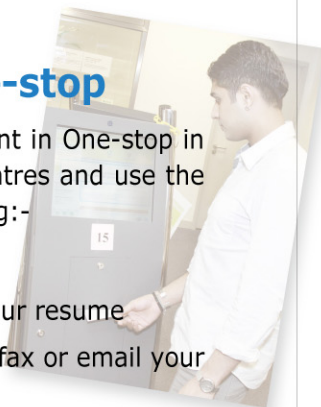
You can obtain priority registration service, assistance in using LD's employment services and facilities in job search, advice on training and retraining opportunities available and job referral service.

Employment Briefing

We can help you better understand the current local labour market situation and master job interview techniques.

Resource Corner

You can find useful employment information/self-learning reference materials such as reference books, newspapers and magazines on job hunting tips, and training and retraining opportunities.



Employment Programmes

You may choose to join the following employment programmes according to your needs.

Pilot Employment Navigator Programme

The Employment Officer provides personalised employment consultation to participants in accordance with their individual employment needs with a view to assisting them to secure employment. Participants who secure employment and fulfil the requirements of the Programme may also apply for cash incentive.

Work Trial Scheme

The Scheme arranges work trial for participants in real jobs in participating organisations for one month. Participating organisations may offer employment to participants who have completed the work trial with good performance.

Interactive Employment Service website

You may visit the Interactive Employment Service (iES) website (www.jobs.gov.hk) to check out the latest job vacancies, to register for our employment services and to obtain the most updated news on recruitment activities.

Telephone Employment Service

If you have already registered with our employment services at the Job Centre, the Employment in One-stop or the iES website, and you wish to apply for posts in the private sector, you may, instead of visiting our centres, obtain job referrals by calling the Telephone Employment Service Hotline at 2969 0888.

Recruitment Centre for the Catering Industry & Recruitment Centre for the Retail Industry

Job fairs are organised all year round in the two Recruitment Centres. If you are interested in taking up employment in the catering and retail industries, you may check out the latest job fair information at the iES website, and call the Recruitment Centres to reserve appointment for on-the-spot job interviews with the recruiting employers.

