

Employment Service

Selective Placement Division, Labour Department

The **Selective Placement Division** of the Labour Department was established in July 1980. The Division provides free employment service to job seekers with disabilities, including those with : visual impairment, hearing impairment, physical handicap, chronic illness, mental handicap, ex-mental illness, specific learning difficulties, attention deficit/hyperactivity disorder.

The placement officers provide **Employment Service**, including:

Vocational Counselling and Assessment

- Providing vocational guidance, assessment and latest information on the labour market to help you understand your abilities and identify your own job preference
- Organizing workshops to enhance your job searching skills and interviewing techniques

Job Matching and Referral

- Referring you to employer for consideration after matching the requirements of the job vacancy against your working abilities
- Assisting you and your employer to apply for technical aids and Rehabus service when necessary

Follow-up Service

- Providing follow-up service for at least 3 months upon placement into employment
- Keeping close contact with your employer and render assistance where necessary to ensure successful job settlement

If you would like to register with the Selective Placement Division for employment service, please complete the **Registration Form** and send it to the Regional Office of Selective Placement Division by fax or mail. We will contact you as soon as possible. If you need further information, please contact us.

Registration Form

To : Selective Placement Division, Labour Department

I wish to register with the Selective Placement Division for employment service.

Name : _____ (Mr/Ms/Miss)

Daytime Contact Tel. No. : _____

Residential Tel. No. : _____

Residential Address : _____

Note:

Please send the completed registration form to the Regional Office of Selective Placement Division by fax or mail. Our placement officer will contact you as soon as possible. If you need other information, please feel free to contact us.

Hong Kong Office

G/F., East Wing, Harbour Building, 38 Pier Road,
Central, Hong Kong
Tel. No.: 2852 4801 Fax No.: 2541 5290

Kowloon Office

G/F., Ngau Tau Kok Government Offices,
21 On Wah Street, Ngau Tau Kok, Kowloon
Tel. No.: 2755 4835 Fax No.: 2796 0369

New Territories Office

2/F., Tsuen Wan Government Offices,
38 Sai Lau Kok Road, Tsuen Wan, New Territories
Tel. No.: 2417 6190 Fax No.: 2499 3713