

Enhanced Supplementary Labour Scheme
Requirements on placing recruitment advertisements
during the local recruitment period

Within 14 days after the applied post(s) passed the screening stage, your company must place at least **4 advertisements** in local newspaper(s) or on online recruitment platform(s) (excluding Labour Department's Interactive Employment Service website).

The information stated on the recruitment advertisements must tally with the post details as agreed by the Labour Department. No restrictive requirement(s) such as age and sex is/are allowed in the advertisements. The content of the advertisements should include the following information:

Information	Points to note	Examples
1. Job title and job vacancy number	Must be identical with the job title under the current application	Gardening Worker, Cook (Thai Cuisine) [Job Vacancy Number: xxxxx] ^{Note 1} <i>Note 1: Job vacancy number is the last five digits of our reference number. E.g., for "ELS2023-12345", the job vacancy number is "12345".</i>
2. District of workplace	Please specify location(s) of outdoor work, if required	Yuen Long, Mongkok
3. Working hours	If shift work is required, please state clearly the working hours of each shift	(1) 7AM – 6PM or 8PM – 7AM, shift work is required, 1-hour break for each shift, 6-day week (2) 9AM – 6PM, 8-hour work ^{Note 2} , 6 days per week <i>Note 2: The hours of work should exclude the break(s).</i>
4. Entry requirements	Must not be higher than those agreed by this Department	Primary 6, 1-year experience
5. Salary offered	Must not be lower than that agreed by this Department	Monthly salary \$20,000
6. Contact means	No contact no./means other than this Department should be posted	Recruitment is conducted through the Labour Department. Please call (<u>designated phone number of this Department</u>) for enquiry or interview arrangement.

Please submit to this Department the **originals or copies of the 4 recruitment advertisements and the receipts** (if any) issued by the newspaper agency(ies) or online recruitment platform(s) **within 4 working days** upon the expiry of the local recruitment period. The advertisements/receipts should show the publication date of each advertisement.