

Vacancy Order Form

(Applicable to posts from private educational institutes / tutor posts / promoter posts related to training courses)

For the sake of effective monitoring of job interview status and results, for employers from private educational institutes / tutor posts / promoter posts related to training courses who have been using our recruitment services for **less than 2 months**, all job applications will be made through the referral of Labour Department (LD), employer information will not be displayed on our website or job cards. Employers who have been using our recruitment services for **more than 2 months** could choose to disclose their contact information for job-seekers' direct application. The LD reserves the right to impose / extend the referral arrangement or refuse to provide recruitment services to the employers concerned.

When placing job vacancy, please fax the following documents to the Job Vacancy Processing Centre (Fax No. 2566 3331) :

1. **Completed Vacancy Order Form and signed Statement (Part IV of the Vacancy Order Form)**
2. **A copy of the Business Registration Certificate**
3. **A copy of the employees' compensation insurance policy**

Points to Note

1. Educational institutes must hold a valid Certificate(s) of Registration of School. (Except those which will not provide training / educational course to more than 19 persons during any one day or to more than 7 persons at any one time as lawfully exempted)
2. Before filling in this form, you / your company have to guarantee that the person(s) recruited for the post is /are **direct employee(s)** of you / your company and would come under **the protection of the Employment Ordinance**, as well as that all activities carried out by you / your company are lawful. In addition, you / your company must also ensure that the information provided in this form is true, correct and based solely on genuine recruitment needs, and the terms of employment as well as job descriptions, etc. are consistent with the actual employment offer.
3. **You / your company should pay the employee(s), to whom the Minimum Wage Ordinance applies, hired to fill this post wages no less than the Statutory Minimum Wage (SMW) rate as specified in the Ordinance.** Please visit <http://www.labour.gov.hk/eng/news/mwo.htm> for details of the Ordinance and special arrangement for persons with disabilities provided therein. For enquiries, please call 2717 1771.
4. **Under the Employees' Compensation Ordinance, all employers are required to take out employees' compensation insurance to cover their liabilities both under the Ordinance and at common law for work injuries sustained by their employees (including full-time and part-time employees, e.g. part-time domestic helpers).** For enquiries, please call 2717 1771. If you / your company encounter(s) difficulties in acquiring employees' compensation insurance cover, you / your company may apply to join the Employees' Compensation Insurance Residual Scheme. For Scheme details, please visit the website of the Employees' Compensation Insurance Residual Scheme Bureau <http://www.ecirsb.com.hk>.
5. The terms of employment, entry requirements and job descriptions of the post must **NOT** violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. You should consider the genuine job requirements of the post and follow the relevant codes of practice against discrimination in employment. **Please do not specify any requirements on the gender, age or race of the job seekers or any other discriminatory terms. Otherwise, we will not accept or display the vacancy order concerned.**
6. **When you collect personal data from job seekers (e.g. resumes), you should observe the Personal Data (Privacy) Ordinance, disclose your company name and provide the contact person and contact means for job seekers to obtain Personal Information Collection Statement.** For details, please contact the Privacy Commissioner's Office at 2827 2827 or visit the website <http://www.pcpd.org.hk>.
7. You / your company should arrange for the employee(s) to join a registered Mandatory Provident Fund (MPF) scheme (if applicable).
8. You / your company must not solicit money or other advantages in any form or under any title, no matter for reasons of provision of services or training, selling of goods, referral of service, guarantee deposit and so on from job-seeker(s). **We will not process or display any vacancy orders which involve pre-employment or unpaid training.**
9. Employers are required to produce a valid copy of Business Registration Certificate (if applicable) for using our recruitment service. You / your company may also be requested to produce other relevant document(s) (e.g. Employees' Compensation Insurance Policy, employment contract and Certificate of Registration of School, etc.). If you / your company fail to do so, we will not process or display the vacancy order concerned. For the latest news, terms and conditions on using our recruitment services, please visit <http://www.jobs.gov.hk>.
10. Apart from the vacancy information, **the company name should be provided on the job card displayed for public viewing (applicable to the vacancy order form of which is allowed to disclose the contact information of the employer for job seekers' direct application).** If you wish to conceal the company name for various operational / business reasons, your vacancy order would still be processed, but job seekers applying for such vacancies have to seek referrals from the LD.
11. Please complete the form **in black ink and block letters**. To facilitate the implementation of Race Discrimination Ordinance, please complete the form **in both Chinese and English** as far as possible.
12. Please take into account the genuine occupational needs when setting the entry requirements including language requirement for your vacancy. Adopting a more relaxed language requirement could open up your vacancy to a larger pool of candidates, including the ethnic minorities, and help you / your company find the right candidate more speedily.
13. **Please use a separate vacancy order form for each post, and submit no more than 30 vacancy order forms in a calendar month.** The LD reserves the right to refuse processing or displaying the excess vacancy orders forms.
14. **Each vacancy order will remain valid for 1 month.** The LD will upon receipt process your / your company's vacancy order form as soon as possible. You are requested not to submit the same vacancy order during the vacancy processing stage or when the vacancy order is still valid. The LD reserves the right to refuse processing or displaying the duplicate vacancy orders. If you / your company have changed your contact means / terms of employment, or the vacancy is filled, please notify the LD immediately.
15. **During job interviews, you should check carefully the identity documents of the job seekers, and ascertain that they are lawfully employable in Hong Kong when job offers are made.** For details, please visit the website of the Immigration Department <http://www.immd.gov.hk>. You should also inform job seekers of the interview results as soon as possible.
16. The LD reserves the right to edit and revise contents of the vacancy orders; and refuse to process or display any vacancy orders provided by you / your company in Job Centres, on the Website of the Interactive Employment Service, at the Higher Education Employment Information e-Platform (HEEIP) (if applicable) and / or in other publicity channels.
17. The LD reserves the right to take any appropriate action, including but not limited to suspension of the display of all your vacancies for investigation of complaints and other suspected irregularities, and the right to decide whether to resume the display of the vacancies and the provision of recruitment services after the investigation.

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You / your company are welcome to use our Interactive Employment Service to submit vacancy order -- More efficient and convenient! Once registered, you / your company will also enjoy exclusive online services. Please visit <http://www.jobs.gov.hk> for details. For orders submitted by fax, we would require extra time to process your vacancy order form.

STATEMENT OF PURPOSES FOR PERSONAL DATA

Purpose of Collection

The personal data as provided by you to the LD or by means of the Vacancy Order Form will be used for matters related to processing your vacancy information, and by the offices of the LD for referring job seekers to you for interviews or other employment related services. The provision of personal data by you is voluntary. If you do not provide sufficient information, we may not be able to introduce job seekers to you.

Classes of Transferees

The personal data provided by you in the vacancy order form may be disclosed to job seekers, offices of our department that provide employment services, or other related bodies including the Employees Retraining Board and its authorized training bodies in order to introduce job seekers to you. Subject to your consent, information regarding your company's name, contact person and contact means will also be shown on job cards, the Internet or other publicity channels so that job seekers can contact you direct for interviews.

Access to Personal Data / Enquiries

You have a right of access and correction in respect of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of record of your personal data. Enquiries concerning your personal data collected by means of vacancy order form including the making of access and corrections, should be addressed to the Manager of the Job Vacancy Processing Centre, Labour Department. Address: Room 1101, 11/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong. Tel. No.: 2503 3377. Fax No.: 2566 3331.

Telephone Numbers of Job Centres

1. Hong Kong East Job Centre	(2591 1318)	6. Kwun Tong Job Centre	(2342 0486)	11. Sheung Shui Job Centre	(3692 4532)
2. Hong Kong West Job Centre	(2552 0131)	7. Tsuen Wan Job Centre	(2417 6197)	12. Tung Chung Job Centre	(3428 2943)
3. North Point Job Centre	(2114 6868)	8. Tuen Mun Job Centre	(2463 9967)	13. Yuen Long Job Centre	(3692 5750)
4. Kowloon East Job Centre	(2338 9787)	9. Shatin Job Centre	(2158 5553)		
5. Kowloon West Job Centre	(2150 6397)	10. Tai Po Job Centre	(2654 1429)		

VACANCY ORDER FORM

(This form can be duplicated for use)

(Applicable to Private Educational Institutes / Tutor Posts / Promoter Posts related to training courses)

◀ Please read the Points to Note on Pages 1 and 2 before completing this form. Please fax the completed form (Pages 3 and 4) to **2566 3331** ▶

(^ - Mandatory fields ; □ / ○ - put √ in suitable box ; * - delete where inappropriate)

Part I : Employer information

Vacancy Order No. (For official use only):

(Please complete in both English and Chinese as far as possible)

1. Business Registration Certificate (BRC) Number [^] :		BRC expiry date :	
Certificate of Registration of a School (if the organization is a school or tutorial centre):			
2. Company Name [^] (In English) :		(In Chinese) :	
3. Trade [^] : Education Services / Others*, please specify : _____		4. Size of Employment [^] :	
5. Address (BRC) [^] (In English) :			
(In Chinese) :			
6. Contact Person [^] (In English): Miss / Ms / Mr*		(In Chinese) : 小姐 / 女士 / 先生*	
7. Post [^] :			
8. Tel. No. [^] :	9. E-mail address:	10. Fax No.:	

Part II : Job Application Method[^] (Please complete in both English and Chinese as far as possible)

(A) For Employers who have been using our recruitment services for less than 2 months (□ Please choose one only) (only through the referral of the Labour Department)

<input type="checkbox"/> Only through the referral of the Labour Department <input type="checkbox"/> Labour Department informs job-seekers the company name and the following item(s) for their submission of resumes: <input type="radio"/> E-mail address <input type="radio"/> Fax number <input type="radio"/> Postal address (i.e. item 5 – Address(BRC) above) To obtain a copy of this company's Personal Information Collection Statement, job seekers can contact the company (If different from Part I, please provide : (In Eng.) Miss / Ms / Mr* _____ (In Chi.) _____ 小姐 / 女士 / 先生* at Tel. / Fax / Post / E-mail * _____) ¹	
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(B) For Employers who have been using our recruitment services for more than 2 months (□ Please choose one only)

<p>DO NOT display the company name and means of contact with the employer (only through the referral of the Labour Department)</p>	<input type="checkbox"/> Only through the referral of the Labour Department <input type="checkbox"/> Labour Department informs job-seekers the company name and the following item(s) for their submission of resumes: <input type="radio"/> E-mail address <input type="radio"/> Fax number <input type="radio"/> Postal address (i.e. item 5 – Address(BRC) above) To obtain a copy of this company's Personal Information Collection Statement, job seekers can contact the company (If different from Part I, please provide: (In Eng.) Miss / Ms / Mr* _____ (In Chi.) _____ 小姐 / 女士 / 先生* at Tel. / Fax / Post / E-mail * _____) ¹
<p>Display the company name and means of contact with the employer for direct job application by job seekers (Please note: vacancy information will be displayed in Job Centres, on the Internet and / or in other publicity channels)</p>	<input type="checkbox"/> Company name, contact person and tel. number <input type="checkbox"/> Company name, and the following information for collecting resumes of applicant: <input type="radio"/> E-mail address <input type="radio"/> Fax number <input type="radio"/> Postal address (i.e. item 5 – Address(BRC) above) To obtain a copy of this company's Personal Information Collection Statement, job seekers can contact the company (If different from Part I, please provide: (In Eng.) Miss / Ms / Mr* _____ (In Chi.) _____ 小姐 / 女士 / 先生* at Tel. / Fax / Post / E-mail * _____) ¹ <input type="checkbox"/> Company name, contact person, tel. number and interview address to be displayed for walk-in interview (Interview Date and Time _____) (If different from Part 1, please provide: contact person (In Eng.) Miss / Ms / Mr* _____ and (In Chi.) _____ 小姐 / 女士 / 先生* and tel. number _____)

Interview Address (if different from item 5 – Address(BRC) above, please provide)

(In Eng.) :

(In Chi.) :

Part III : Vacancy Information (Please complete in both English and Chinese as far as possible)

11. Job Title [^] (In English) :		(In Chinese) :		12. No. of Vacancy(ies) [^] :	
				<i>(Please fill in the no. based on actual recruitment need)</i>	
13. Job Duties [^] (In English): (Maximum: 300 English characters, including symbols and space)					
(In Chinese): (Maximum: 150 Chinese characters, including symbols and space)					
14. Contract of Employment:		<i>(Choose one of the three options)</i>			
<i>(Choose one of the two options)</i>		<input type="checkbox"/> Full-time		<input type="radio"/> Permanent ³	
		<input type="checkbox"/> Part-time ²		<input type="radio"/> Temporary ³ (from _____ to _____)	
				<input type="radio"/> Summer Job (from _____ to _____)	

¹ When you collect resumes from job seekers, you should observe the Personal Data (Privacy) Ordinance, disclose your company name and provide the contact person and contact means for job seekers to obtain Personal Information Collection Statement. If you collect resumes by fax, there should be a dedicated fax machine for such purpose.

² Job vacancy with less than 5 working days per week or less than 6 working hours per day will be defined as Part-time Job.

³ Employment period of 12 months or above will be defined as permanent basis, otherwise it will be regarded as temporary basis.

15. Work Place[^] : Same as item 5 – Address(BRC) above If different, please specify: _____

16. Working Hours[^] : _____ Working days per week Shift Holiday
 Regular hours, from _____ am/pm* to _____ am/pm* on _____ (e.g. Monday) to _____ (e.g. Friday) ; and/or*
from _____ am/pm* to _____ am/pm* on _____ (e.g. Saturday)
 Shift work, working hours : _____ , _____ hours per day

Other Working Hours Arrangement (Adopting good working hours arrangement could help attract suitable candidates. Employers are welcome to provide the details, e.g. expected overtime situation and compensation arrangement, meal breaks and rest periods) : _____

17. Salary[^] : Basic Salary HK\$ _____ per month / week / day / hour / piece* (the amount must be filled in)
 plus Commission around HK\$ _____ other benefit(s) / allowance(s) _____

18. Required Education[^] : No requirement on academic qualification Primary (Completed Primary _____)
 Secondary (Completed Secondary _____)⁴ Diploma/Certificate Sub-degree Degree
 Others (please specify : _____)

⁴ To accommodate the changes made under the New Academic Structure, the requirements for senior secondary education shown on the job card (if applicable) refers to the following: Secondary 4 to 6: either Old or New Academic Structure is applicable; or equivalent. Secondary 7: Secondary 7 of the Old Academic Structure; or equivalent. For further details of the New Academic Structure, please visit <http://334.edb.hkedcity.net> or <http://www.edb.gov.hk>.

19. Working Experience[^] : Not required Required _____ year(s) _____ month(s) of working experience

20. Language Requirement [^] : <small>(Please take into account the genuine job requirement. Adopting a more relaxed requirement could open up your vacancy to a larger pool of candidates.)</small>	Ability to Speak [^]	Ability to Read & Write [^]
	Cantonese <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil English <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil Others (Please Specify: _____) <input type="checkbox"/> Fluent <input type="checkbox"/> Fair	Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read & Write Simple Chinese <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil English <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read & Write Simple English <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil Others (Please specify _____) <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read

21. Other Entry Requirements (In English): (Maximum: 100 English characters, including symbols and space)

(In Chinese): (Maximum: 50 Chinese characters, including symbols and space)

22. Following persons are welcome for the post[#]: Persons with disabilities⁵ New Arrivals
 Trainees of The Youth Employment and Training Programme (YETP)⁶
 Recently retrenched employees Elderly and Middle-Aged⁷ Ethnic Minorities⁸

[#] The information so collected will be used by LD for making job referrals or inviting suitable employers to participate in employment programmes; the information may also be shown on the job cards, the Internet or other publicity channels.

⁵ Employers employing persons with disabilities and providing training and support to them under the Work Orientation and Placement Scheme, which is administered by the Selective Placement Division of the Labour Department, would be granted allowances. Please call 2755 4835 or visit <http://www.jobs.gov.hk/isps> for details.

⁶ The Youth Employment and Training Programme may approach employers for providing suitable on-the-job training vacancies. Employers who successfully register vacancies under the Programme and employ trainees referred by the Programme would be granted training allowance. Please call 2112 9932 or visit <http://www.yes.labour.gov.hk> for details.

⁷ Employers employing unemployed elderly and middle-aged persons via the Labour Department's Employment Programme for the Elderly and Middle-aged, with on-the-job training provided, would be granted training allowance. Please call 2150 6398 or visit <http://www.jobs.gov.hk> for details.

⁸ Employers selecting "Ethnic minorities are welcome for the post" should better adopt a more relaxed requirement in Chinese language.

23. Do you agree to transfer data provided in this form to the Employees Retraining Board and its authorized training bodies for introducing job seekers to you for interviews or other related purposes? Agree Disagree

Part IV : Declaration (Employer should fill in the blanks and sign on this statement when placing orders)

- Our company / I _____ hereby declare that the terms of employment, entry requirements (including requirement on language proficiency, if any) and job descriptions, etc. of the post _____, and any amendments thereafter are relevant, justifiable and do not violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. Our company / I understand that our company / I will commit an offence and will be liable on conviction to a fine if our company / I knowingly or recklessly make a statement in this form which in a material respect is false or misleading.
- Our company / I shall comply with requirements stipulated in the Minimum Wage Ordinance of which wages payable to employee(s) of the post, to whom the Ordinance applies, in respect of any wage period should be no less than the Statutory Minimum Wage (SMW) rate.
- The job applicant(s) to fill the post advertised in the Labour Department is / are our company's / my direct employee(s). The employee(s) is / are covered by the Employment Ordinance.
- An Employees' Compensation Insurance Policy is taken out to cover the employee(s).
- Arrangement for the employee(s) to join a registered MPF scheme will be made (if applicable).
- Our company / I will not solicit money or other advantages in any form or under any title, no matter for reasons of provision of services or training, selling of goods, referral of service, guarantee deposit and so on from job seekers.
- Our company / I have read the Points to Note of this vacancy order form, and agree to follow the terms and conditions.
- Our company / I will not engage in selling of investment products which are regulated by the Securities and Futures Commission Ordinance, Securities and Futures Commission (SFC), unless our company is a SFC Licensed Person / Registered Institution (if applicable).
- Our company / I understand that the acceptance and display of this job order by the Labour Department should by no means be construed as the job order has fully complied with requirements of the above-mentioned Minimum Wage Ordinance and other ordinances. Our company / I shall be responsible for ensuring that the terms of the post concerned are in line with the above-mentioned Minimum Wage Ordinance and other ordinances.

Company Representative / Employer (Full name in Block Letters)[^]: _____ Post[^]: _____

Co. Rep. / Employer Signature or Company Chop[^]: _____ Date[^]: _____

Note: This form should be completed by authorized representative of the company / employer. Any person submitting this form in the name of the company / employer without authorization may be referred to law enforcement agencies for investigation.

For Official Use Only : REC _____ CID _____ REL _____