



EMPLOYMENT RECORD OF A CHILD ENTERTAINER

Name of establishment :	
Name of programme :	

PARTICULARS OF CHILD EMPLOYEE

Name :	(English)			
	(Chinese)			
Residential address :				
Date of birth (Day/Month/Year) :			Sex :	
I/D Card no. / Birth Certificate no. / Travel Document no.* :				
Name and address of school :				
Class attended :				
School Attendance Certificate no. : (if appropriate)				
Evidence of completion of Form III : (if appropriate)				
Normal school hours :		(Monday to Friday)		(Saturday)

* Delete whichever is inappropriate

Role of child employee	Date of employment	Period of employment	Place of employment
Contract artiste / Extra *			

* Delete whichever is inappropriate

Notes :

1. One employment record should be kept for each child entertainer on a programme basis.
2. For contract artistes, this employment record together with the written parental consent (CEF-5) and a valid school attendance certificate/evidence of completion of Form III should be maintained and made available for inspection upon demand by an officer of the Labour Department.
3. For extras, this employment record together with the written parental consent (CEF-5) should be maintained and made available for inspection upon demand of an officer of the Labour Department during the employment period, and be sent to the Labour Department within 14 days from the last day of employment.

Signature : _____

Name of responsible person : _____
(in block letters)

Position : _____

Date : _____

Personal Information Collection Statement

1. The personal data provided by you will be used for purposes of enforcing legislation administered by this Department.
2. The personal data may be disclosed to other government departments/bureaux for the above purpose or any directly related purposes.
3. You may request access to and correction of your personal data. Request for personal data access and correction should be addressed to the Labour Officer at the Headquarters of the Labour Inspection Division at 17th floor, Harbour Building, 38 Pier Road, Central, Hong Kong.



兒 童 藝 員 之 僱 傭 紀 錄

機構名稱：	
節目名稱：	

兒童僱員之資料詳情

姓名：	(中文)			
	(英文)			
住址：				
出生日期 (日/月/年)：		性別：		
身份證號碼 / 出生證明書號碼 / 旅行證件號碼*：				
學校名稱及地址：				
就讀班級：				
在學證明書號碼： (如適用者則須填寫本欄)				
修畢中三課程之證明： (如適用者則須填寫本欄)				
正常之上課時間：	(星期一至星期五)		(星期六)	

* 請刪去不適用者

兒童僱員之角色	受僱日期	僱用期	受僱地點
合約演員/ 臨時演員*			

* 請刪去不適用者

附註：

- 一. 必須按照個別節目為每一名兒童藝員保存一份僱傭紀錄。
- 二. 如屬於合約演員者，則須將家長之同意書(C E F - 5)，連同一張有效之在學證明書/修畢中三課程之證明文件以及此份僱傭紀錄一併保存，並且於勞工處人員要求查閱時，出示該等文件。
- 三. 如屬於臨時演員者，則須於僱傭期內，將家長之同意書(C E F - 5)以及此份僱傭紀錄一併保存，並且於勞工處人員要求查閱時，出示該等文件。此外，更須於該名演員受僱之最後一日起計，十四日內，將上述文件送交勞工處。

簽署：_____

負責人姓名：_____

(請以正楷填寫)

職位：_____

日期：_____

收集個人資料聲明

- 一. 你所提供的個人資料將供執行本處負責的法例之用。
- 二. 本處可能基於上述及任何直接有關的用途而向其他政府部門/決策局披露部份資料。
- 三. 你可要求查閱和更改你的個人資料。任何人擬查閱和更改個人資料該以書面向本處勞工視察科總部的勞工事務主任提出，地址為香港中環統一碼頭道 38 號海港政府大樓 17 樓。