

Application for Inclusion in the Hong Kong Police Force's List of Part-time Interpreters (English/Cantonese)

A部 Section A

I. 個人資料 Personal Particulars

英文姓名 Name in English		出生日期 (日/月/年) Date of Birth (Day/Month/Year)	
中文姓名 Name in Chinese		中文姓名電碼 Chinese Name in Code	
香港永久性居民身份證號碼 Hong Kong Permanent Identity Card Number		性別 Sex	男 Male ☐ 女 Female ☐
通訊地址 Correspondence Address			
聯絡電話 Contact Telephone Number		電郵地址 E-mail Address	

II. 公開考試成績 Public Examination Results

[illegible]

III. 學歷 Education

曾經就讀的 學院、大學等 Colleges, Universities, etc. Attended	曾經就讀的課程及 已獲取的學歷 (例如：副學士學位；學士學位； 碩士學位) Programmes Attended and Qualification Obtained (e.g. Associate Degree; Bachelor's Degree; Master's Degree)	請註明 已獲取的專上學歷詳情 (例如：榮譽文學士 – 二級榮譽甲等 (主修：地理、副修：歷史)) Please specify details of the post- secondary qualification obtained (e.g. Bachelor of Arts (Honours) – Second Class Div I (Major: Geography, Minor: History))	就讀日期 (月/年) Date (Month/Year)	
			由 From	至 To

IV. 專業資格 Professional Qualifications

持有的專業資格 Professional Qualifications	頒發機構全名 Full Name of Issuing Authority	已達到的程度 Level Attained	獲取資格的日期 (月 / 年) Date Obtained (Month/Year)

V. 工作經驗 Work Experience

機構 / 政府部門名稱 Name of Firm / Government Department	全職工作 (是/否) Full-time (Y/N)	職位 Position Held	工作性質 Nature of Work	日期 (月 / 年) Date (Month/Year)	
				由 From	至 To

B部 (可選擇是否填寫) Section B (Optional)

你是否殘疾人士？ Are you an applicant with disability?	是 Yes	否 No
如為殘疾人士，請註明殘疾性質及程度，以及在參加面試時是否需要特別的安排 — If yes, please indicate nature and degree of disability and specify whether you need special arrangement for attending an interview, if any - _____ _____		
(註：香港警務處在遴選時對殘疾人士及其他申請人會一視同仁。申請人如需獲得為殘疾人士而設的相關安排，本部門可能要求提交醫生證明書以證明其為殘疾人士。) (Note: Applicants with disabilities are considered on equal terms with other applicants. The Hong Kong Police Force may require medical proof of their disability if applicants wish to make use of the arrangements applicable to applicants with disabilities.)		

C部 Section C

你曾否經香港或香港以外的法庭判定有罪？	是	否
Have you ever been found guilty of an offence in a court of law whether or not in Hong Kong?	Yes	No
如經判定有罪，請列明詳情		
If yes, please give details _____		

D部 Section D

本人謹此聲明，以上各部填報的資料正確無誤。本人明白倘若故意在填寫本申請表格時虛報資料，可令本人喪失列入香港警務處職兼傳譯員(英語/廣東話)名單的資格，即使已列入該名單，亦可遭除名。

I declare that the information given above is true and correct. I understand that if I wilfully give any false information in this application form, it will render me liable to disqualification for inclusion in the List of Part-time Interpreters (English/Cantonese) of the Hong Kong Police Force or deletion from it if already included.

本人同意香港警務處可就為處理本申請個案及核實上述資料而進行必要的查詢。本人授權所有政府部門及其他組織或機構可就這些查詢，透露任何有關的紀錄及資料。本人亦授權香港警務處處長或其代表把所有關於本人的犯罪紀錄及詳情發放予有關政府部門/當局/機構。就本申請個案，本人同意當有需要時，可套取本人的指紋以核實本人的犯罪紀錄。

I consent to the Hong Kong Police Force making any necessary enquiries for purposes relating to this application and for the verification of the information given above. I authorize all government departments and other organizations or agencies to release any records or information as may be required for these enquiries. I also authorize the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to relevant government departments / authorities / agencies. I also agree to my fingerprint impressions being taken by the Police in connection with this application, if required for the purpose of verifying my criminal records.

簽署

Signature: _____

日期

Date: _____

* 遞交表格前，請先細閱第 5 頁所載注意事項。

Please read the NOTES on page 5 carefully before submitting this form.

注意事項

填報資料

申請人如未能提供全部所需資料，或所填寫的資料未能清楚顯示申請人具備所規定最起碼的學歷和經驗，並符合其他條件，申請將不獲受理。提交申請表格後，若表格所載資料有任何更改，申請人必須立即通知警察翻譯主任事務課。

遞交表格

請將已填妥的電子申請表格以電郵方式傳送至警察翻譯主任事務課。

(電郵地址：sptr-ra-ptr@police.gov.hk)

資料的使用

申請人所提供的資料將用於辦理申請列入香港警務處兼職傳譯員(英語/廣東話)名單的相關手續。落選申請人之資料會按既定程序銷毀。

獲委託以服務提供者身份提供服務

兼職傳譯員(英語/廣東話)並非香港警務處僱員，因此不享有任何僱員福利。申請人成功通過甄選面試暨傳譯測試及背景審查後，會被列入香港警務處兼職傳譯員(英語/廣東話)名單。警務處會按需要委託名單上的兼職傳譯員以服務提供者身份並以特約形式提供傳譯服務。

表現管理機制

警察翻譯主任事務課會就服務質素收集意見，並不時檢討有關名單。表現欠佳者會遭除名。

NOTES

Provision of Information

An application will not be considered if information provided is incomplete or insufficient to show that the applicant meets the minimum qualifications, experience and other requirements specified. The applicant is required to notify the Police Translator Section if there are any subsequent changes to the information provided after submission of the application form.

Submission of the Application Form

The completed electronic application form should be sent to the Police Translator Section by email.

(E-mail address: sptr-ra-ptr@police.gov.hk)

Use of Data

The information provided will be used for the formalities relating to the application for inclusion in the List of Part-time Interpreters (English/Cantonese) of the Hong Kong Police Force. Information on unsuccessful applicants will be destroyed in accordance with the established procedures.

Engagement of Service as a Service Provider

Part-time Interpreters (English/ Cantonese) are not the employees of the Hong Kong Police Force. They, therefore, are not entitled to any employment-related fringe benefits. Applicants who have passed the selection interview cum interpretation test and background check will be included in the List of Part-time Interpreters (English/Cantonese) and may be engaged by the Force to provide interpretation service on a freelance basis in the capacity of service providers as and when such needs arise.

Performance Management Mechanism

The Police Translator Section will collect feedback on the quality of service provided and review the List from time to time to weed out substandard performers.