

**Application Form (Form E3)
(For "Project for Tradesman Trainees" only)**

Please return or fax the completed application form to Office of The Director of Apprenticeship (Fax : 3153 2563)

Enquiry Hotline of Office of The Director of Apprenticeship : 2756 4123

Enquiry hotline of YETP : 2112 9932

* Please delete as appropriate

(Please complete the form in block letters and in dark ink.)

Application No. _____
Date: _____
(For Official Use)

I. Personal Particulars (Compulsory)

Name in English	_____														
(Surname First)															
Name in Chinese	_____	HKID Card No.	_____					()							
Date of Birth	_____	Sex	<u>F / M</u> *	Email	_____ (For receiving acknowledgement receipt)										
Address	_____										_____				
Tel. No. (Home)	_____	Contact Tel. No.: 1.	_____	2.	_____	3.	_____								

Agree to receive information on YETP (including training courses, training vacancies, related services, recruitment and promotional activities, etc.) via email, SMS, mail and telephone?

Yes No

Emergency Contact Person (Relative) _____ Relationship _____ Tel. No. _____

Ethnic Origin :	<input type="checkbox"/> Chinese (Including H.K.) <input type="checkbox"/> Others (Please specify : _____)	Place of Birth :	<input type="checkbox"/> Hong Kong <input type="checkbox"/> Others (Year of residence : Total : ___ years ___ months)
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Educational Level :

Old Academic Structure: Below F.3 F.3 F.4 F.5 F.6 F.7 Project Yi Jin

New Academic Structure: Below S.3 S.3 S.4 S.5 S.6 Yi Jin Diploma Programme

Diploma (Excluding HKDSE) Higher Diploma Sub-Degree

Others (Please specify : _____)

Old Academic Structure: For applicants completed F.5 and participated in HKCEE (or equivalent) or above

No. of Subject(s) passed in HKCEE : 0 - 4 subject(s) passed 5 or more subjects passed Others (Please specify : _____)

Subject(s) passed including : Chinese English Mathematics Others (Please specify : _____)

New Academic Structure: For applicants completed S.6 and participated in HKDSE (or equivalent) or above

Total no. of subjects that obtained 'Level 2' in core subjects / 'Attained' in ApL subjects (count a maximum of two subjects) / Grade e in Other Language subjects : 0 - 4 subject(s) passed 5 or more subjects passed Others (Please specify : _____)

Subject(s) obtained 'Level 2' or above in core subjects : Chinese English Mathematics Liberal Studies Others (Please specify : _____)

Language proficiency :

(Oral)	(Read and Write)			Neither read nor write	Read only	Able to read and write
	Poor	Fair	Fluent			
1. Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Putonghua	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Others (pls specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Experience, if any: Full Time ___ year(s) ___ month(s) Part time ___ year(s) ___ month(s)

* Please delete as appropriate

II. Vocational Skills

Please specify the vocational training taken before, if any :

- Vocational Training Council (VTC)
 Hong Kong Institute of Vocational Education (IVE)
 Construction Industry Council (CIC)
 Clothing Industry Training Authority (CITA)
 Others (Please specify: _____)

Typing Speed : English Typing _____ wpm Chinese Typing _____ wpm
 (*Chang Jei /Quick Input/Other Input Method : _____)

- Computer Skills :
- Spreadsheet (e.g. Excel)
 Slides Presentation (e.g. PowerPoint)
 Word Processing (e.g. Word, Outlook)
 Data Processing (e.g. Access, Visual FoxPro, Oracle, SQL Server)
 Programming (e.g. Mobile App, VB.Net, C#, PL/SQL, Java, C++) Please specify : _____
 System Engineering (e.g. Unix, Sun Solaris, Linux, MCSE, CCNA) Please specify : _____
 Graphic Design (e.g. Photoshop, PageMaker, Illustrator, Corel Draw, AutoCAD, 3D Studio MAX) Please specify : _____
 Web Design (e.g. HTML/XHTML, FrontPage, Fireworks, Dreamweaver, Flash) Please specify : _____

Professional qualification(s) or skills

Driving License
 Security Personnel Permit
 LCC (Elementary)
 LCC (Intermediate)
 LCC (Advanced)
 Others (Pls specify : _____)

Please select the 3 posts which interest you most (tick '✓' as appropriate):

1. Clerk (GOC)
 4. Sales / Shop Sales (SAL)
 7. Merchandiser (MER)
 10. Beautician (BET)
 13. Craftsman / Technician (TEC)
 2. Accounting (ACC)
 5. Customer Services Worker (CSC)
 8. Waiter / Waitress (WAI)
 11. Hairdresser (HAW)
 14. Programme Assistant (REC)
 3. Shipping (SRC)
 6. Tour Coordinator (TCC)
 9. Cook (COK)
 12. Information Technology Officer (ITO)
 15. Storekeeper / Stock keeper (STO)
 16. Others (Please specify : _____)

Please select the category of posts that you are looking for: Full time Part time (You can select more than one option)

III. Youth Employment Start (also known as Y.E.S., which provides “one-stop service” on career counselling, training and self-employment support to youth aged between 15 to 29 who are lawfully employable in H.K. For details, please refer to www.e-start.gov.hk. Applicants interested in registering as a Y.E.S. member will be subsequently invited by e-mail for full registration and collection of membership card at Y.E.S. centres.)

- I am interested in registering as a Y.E.S. member.

IV. Other information (Optional)

1. Are you a person with disability / disabilities? Yes
2. If yes, please indicate the nature and degree of the disability / disabilities :
3. I agree that the Labour Department can disclose the above information of my nature and degree of disagree the disability / disabilities to employers or related service providers.

V. Personal Information Collection Statement (Compulsory)Purpose of Collection

The personal data supplied by you in this form and thereafter (including but not limited to job application letter and resume) will be used for consideration of your application for and participation in YETP. These include arranging training courses, workplace attachment training, on-the-job training, job matching and referral, workshops, seminars, recruitment or promotion activities; conducting evaluation and review of YETP; compiling statistics and conducting opinion surveys; processing insurance claims; investigating and following up any other matters in relation to YETP services. The provision of personal data by you is voluntary. However, if you do not provide sufficient information, we may not be able to process your application or provide service to you. Applicant aged under 18 should consult your parent before the supply of the personal information. If you opt to receive information on YETP in Part I of this form, YETP will use your personal data (including but not limited to your name, address(es), email address(es) and telephone number(s)) to provide you with such information. If you wish to opt out from receiving such information in future, please notify us through the following channels:

Telephone hotline: 2112 9932

Email address: enquiry@yes.labour.gov.hk

Mailing address: YETP (HK Office)

16/F, Southorn Centre, 130 Hennessy Road,
Wanchai, Hong Kong

Transfer of Personal Data

The information you provide may be transferred to your parents/guardians, service providers of YETP, employers, the Youth Employment Start and other organisations commissioned by YETP for the above purposes. Your information may also be transferred to other divisions of the Labour Department for the purpose of enforcing ordinances under the purview of the Labour Department.

Access of Personal Data

You have the right of access and correction with respect to 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 the personal data you provided.

Enquiries

If you wish to enquire on the collection, access and correction of your personal data, please send your request to YETP (HK Office) of the Labour Department. (Address : same as above).

I have read and fully understand the Notes for Applicants and the above Personal Information Collection Statement.

I hereby declare that I am a school leaver, lawfully employable in Hong Kong and the information provided is true and complete. I understand that if I wilfully give any false information in this application form or withhold any material information, it will render me liable to disqualification for application.

**Applicant's
Signature** _____

**Parent's Signature
(for applicant aged under 18)** _____

Date _____

Notes for Applicants:

1. Please submit a photocopy of Hong Kong Identity Card together with the application form.
2. Please refer to "Project for Tradesman Trainees" for details and make sure the personal information given is true and complete. Provision of any false or misleading information, or double-registration may lead to disqualification.
3. Applicant can make photocopy of this application form if necessary.
4. 2-day pre-employment training, "Core course – Job-search and interpersonal skills training", will be arranged for trainees employed under "Project for Tradesman Trainees". Trainees must complete this training before commencing the 6 to 12 months' on-the-job training under this Project. During the period of on-the-job training, employment support services will be provided to trainees by Apprenticeship Officers / Assistant Apprenticeship Officers assigned by VTC.
5. For enquiry of "Project for Tradesman Trainees", please contact the Office of The Director of Apprenticeship at 2756 4123.
6. For enquiry of YETP, please call the Youth Employment Service Hotline at 2112 9932.
7. This application form is for "Project for Tradesman Trainees" only. Programme office of YETP may contact applicants to introduce YETP and render assistance in making application. If applicants failed to join "Project for Tradesman Trainees" but still wish to join YETP, please contact us by calling the Youth Employment Service Hotline (Tel. no.: 2112 9932).
8. YETP provides a comprehensive platform of job search with one-stop and diversified pre-employment and on-the-job training to young school leavers aged 15 to 24 with educational attainment at sub-degree or below level. The programme aims at enhancing the employability and competitiveness of participants through a wide range of core and elective training courses, workplace attachment training, on-the-job training and off-the-job training. For further details, please visit www.yes.labour.gov.hk.