



香港證券及期貨專業總會

Hong Kong Securities & Futures Professionals Association

香港中環皇后大道中 151-155 號兆英商業大廈 1 字樓 電話：2541 4898
 1/F, Siu Ying Commercial Building, 151 Queens Road Central, Hong Kong. Phone: 2541 4898 電郵：jobs@hksfpa.org
 九龍尖沙咀漆咸道南 111-113 號美華閣二樓 電話：2384 2026
 2/F, May Wah Court, 111-113 Chatham Road South, Tsim Sha Tsui, Kowloon. Phone 2384 2026. Email: jobs@hksfpa.org

Service Agreement between Employment Agencies and Employers 職業介紹所與僱主簽訂的服務協議

This Agreement is made on [Date] between Hong Kong Securities & Futures Professionals Association and the employer whose particulars are set out in Part I.

本協議由香港證券及期貨專業總會及以下僱主於____年____月____日訂立，求職者資料已載於第一部。

Part I: Information of Employer

第一部：僱主資料

Company Name in Chinese 公司中文名稱：	
Company Name in English 公司英文名稱：	
Telephone no. 電話號碼：	
Company Address 公司地址：	
Email 電郵：	
Business Registration Number 商業登記號碼：	

Part II: Type of Services Sought#

第二部：聘請僱員類型#

Vacancies Title 職位空缺：			
Job Description 工作描述：			
Vacancies Nature 職位性質：	<input type="checkbox"/>	Part time 兼職	<input type="checkbox"/> Full time 全職
Employment Terms 聘用形式：	<input type="checkbox"/>	Permanent 長工	
	<input type="checkbox"/>	Contract 合約	
	<input type="checkbox"/>	Employment in Hong Kong / outside Hong Kong* 在香港/香港以外地方工作*	

Please “ ” as appropriate

請在適當方格內填上「 」號

Part III: Service Charge Details

第三部：收費詳情

Each job listing is free for a duration of 30 days. There is no arrangement to collect the first month's salary from the job seeker.

每一條招聘職位免費，為期 30 天。不設收取求職者身第一個月工資安排。

Part IV: Other Terms and Conditions of this Service Agreement

第四部：本服務協議的其他條款及細則

The Hong Kong Securities and Futures Professionals Association (hereinafter referred to as "the Association") encourages industry colleagues to issue job advertisements to promote employment. The Association will not verify the information provided by job seekers and is not responsible for any loss or damage arising from any reasons related to the information provided by the job seekers. Employers are responsible for independently evaluating the information or data provided by job seekers and should verify the data or seek independent advice before acting on such information. Employers should contact job seekers directly for recruitment purposes, and all responsibilities are independent of the Association.

香港證券及期貨專業總會（下稱：「本會」）為促進各行家保就業發出招聘啟示。本會不會就求職者所提供資料作出核實，對於與求職者提供資訊有關的任何因由所引致的任何損失或損害，本會概不負責。僱主須負責自行評估求職者提供的各項資料或資訊有關的各項資料，並應在根據該等資料行事前，核實該等資料，或徵詢獨立意見。請僱主自行與求職位聯絡進行應徵，一切責任與本會無關。

Signature of Employer's
Representative
僱主代表簽署

Name 姓名: _____

Date 日期: _____

Signature of Hong Kong
Securities & Futures
Professionals Association
Representative
香港證券及期貨專業總會
代表簽署

Name 姓名: _____

Position 職位: _____

Date 日期: _____

Chop of Hong Kong Securities
& Futures Professionals
Association
香港證券及期貨專業總會
印鑑



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Personal Information Collection Statement 個人資料收集聲明

(i) Statement of purpose:
收集目的聲明：

The Hong Kong Securities and Futures Professionals Association (hereinafter referred to as "the Association") will forward suitable job seekers' resumes to employers, after communicating with the job seekers by phone and obtaining their consent. These resumes will be retained for only two months from the date of receipt.
香港證券及期貨專業總會（下稱：「本會」）就合適的求職者履歷，經電話與求職者溝通及同意後，轉發給僱主。由接收日起，只保留兩個月。

(ii) Job seekers must voluntarily provide their Personal Data Statement:
求職者必須自願提供其個人資料聲明：

You are required to provide your personal information in the "Service Agreement between Employment Agencies and Job Seekers". If you do not provide or only partially provide the aforementioned information, the Association may not be able to offer you employment services.
你必須在《職業介紹所與求職者簽訂的服務協議》提供你的個人資料。在沒有或提供部份上述資料的情況下，本會未必可以向你提供就業服務。

(iii) Statement of possible transferees:
可能轉移資料聲明：

In order to provide you with the aforementioned services, the information collected from you may be transferred to prospective employers.
為了向你提供前述服務，從你所收集的資料可能會被轉移至準僱主。

(iv) Statement of rights of access, correction and contact details
查閱及更正資料權利及聯絡詳情聲明：

You have the right to request access to and correction of the personal data we hold about you. If you wish to access or correct your personal data, please contact the Association.
Address: 1/F, Siu Ying Commerical Building, 151 Queens Road Central, Hong Kong OR 2/F, May Wah Court, 111-113 Chatham Road South, Tsim Sha Tsui, Kowloon.
Phone: 2541 4898 (Central) / 2384 2026 (Tsim Sha Tsui)

你有權要求查閱及更正我們所持有關於你的資料。如你有意查閱或更正你的個人資料，請聯絡本會：
地址：香港中環皇后大道中 151-155 號兆英商業大廈 1 字樓或九龍尖沙咀漆咸道南 111-113 號美華閣二樓
電話：2541 4898 (中環) / 2384 2026 (尖沙咀)
Email 電郵：jobs@hksfpa.org

(v) Direct Marketing
直接促銷

The Association will not provide your personal data to third parties other than prospective employers.
本會不會把你提供個人資料予除準僱主外的第三方。