



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 Job Seekers

職業介紹所與求職者簽訂的服務協議

This Agreement is made on [Date] between Hong Kong Securities & Futures Professionals Association and the job seeker whose personal 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求職者於____年____月____日訂立，求職者資料已載於第一部。

Part I: Information of Job seeker

第一部：求職者資料

Name 姓名：	HKID no. 香港身分證號碼：
Nationality 國籍：	Telephone no. 電話號碼：
Residential address and Email address 住址及電郵地址：	
Membership Number: 會員號碼：	

Part II: Type of Services Sought#

第二部：求職服務類型#

Vacancies Title 職位空缺：				
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*		

Part III: Commission Fee Details

第三部：佣金費用詳情

Hong Kong Securities & Futures Professionals Association will not charge any fees from the above-stated job seeker.

香港證券及期貨專業總會不會向上述求職者收取任何費用。

Please “ ” as appropriate # 請在適當方格內填上「 」號

Part IV: Consent for Disclosing Personal Profile to Potential Employers#

第四部：同意向準僱主披露個人履歷#

<input type="checkbox"/>	I, _____, agree that <u>Hong Kong Securities & Futures Professionals Association</u> may disclose my personal profile to potential employers for the purpose of seeking employment as [post title] _____ for me. 本人_____ 同意 <u>香港證券及期貨專業總會</u> 在替本人尋覓[職位名稱]_____ 職位時，向準僱主披露本人的個人履歷。
<input type="checkbox"/>	I have read and consent to the Personal Data Collection Statement. 本人已經閱讀及同意個人資料收集聲明。

<hr/>	<hr/>	<hr/>
Signature of Job Seeker 求職者簽署	Signature of Hong Kong Securities & Futures Professionals Association Representative 香港證券及期貨專業總會 代表簽署	Chop of Hong Kong Securities & Futures Professionals Association 香港證券及期貨專業總會 印鑑
Name 姓名: _____	Name 姓名: _____	
Date 日期: _____	Position 職位: _____	
	Date 日期: _____	

Please “ ” as appropriate # 請在適當方格內填上「 」號

Employment Agency Certificate of Exemption Number : 106 (Employment Ordinance, The Law of Hong Kong Chapter 57, Section 54)

職業介紹所豁免證明書號碼：106（香港法例第 57 章僱傭條例第 54 條）



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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。