

致：運輸署
To：Transport Department

**「運輸業輸入勞工計劃—公共小巴／客車行業」
本地招聘確認書
“Labour Importation Scheme
for the Transport Sector – Public Light Bus / Coach Trade”
Confirmation Form on Local Recruitment**

申請者名稱 Name of Applicant：_____

客運營業證號碼 Passenger Service Licence No.：_____

關於本人／申請者根據「運輸業輸入勞工計劃—公共小巴／客車行業」（「本計劃」）提出的輸入勞工配額申請，現確認如下（請在適當空格中加上✓號）：

In connection with the application for quota to import worker(s) under the “Labour Importation Scheme for the Transport Sector – Public Light Bus / Coach Trade” (“the Scheme”), we confirm that (Please ✓ as appropriate):

本人／申請者已按本計劃規定*，在申請日前四個月內（不包括申請日當日），連續14個曆日，即由_____至_____。

In accordance with the requirement of the Scheme*, I have / the applicant has conducted local recruitment for a continuous period of 14 calendar days (excluding the day of application) within 4 months preceding the application, from _____ to _____.

- ☐ 在勞工處「互動就業服務」網站進行本地招聘。
through the “Interactive Employment Services” website of the Labour Department.
- ☐ 在本地報章／招聘網站刊登兩則本地招聘的廣告。
with two recruitment advertisements published in local newspaper(s) / on recruitment website(s).

上述招聘廣告內所刊登職位的月薪為港幣_____。

The monthly salary for the post as advertised in the above recruitment advertisement is HK\$_____.

- ☐ 在上述本地招聘期間共有_____名（如沒有，請填“0”）求職者應徵公共小巴／客車司機職位，現於「本地招聘紀錄表」提供有關招聘結果資料，以便貴署參考。
During the local recruitment period as mentioned above, _____ job-seeker(s) (if nil, please fill in “0”) has / have applied for the post(s) of public light bus / coach driver. The information of recruitment result is provided in the “Record Form on Local Recruitment” for your reference.

本人／申請者明白運輸署可能會要求本人／申請者提交個別求職者應聘的詳細資料（包括應徵紀錄和面試紀錄），並聯絡求職者以查核招聘紀錄。本人／申請者已徵詢求職者同

意可向運輸署透露其個人資料。對於拒絕給予同意的求職者，本人／申請者向運輸署提交紀錄前，會在招聘紀錄中刪除他們的個人資料。

I / The applicant understand(s) that the Transport Department may require me / the applicant to submit detailed information about the job application of individual job seekers (including application records and interview records), and approach the job-seekers to check the recruitment records. I have / The applicant has sought the consents of the job-seekers for disclosing their personal data to the Transport Department. For job-seekers who have refused to give consents, I / the applicant will redact their personal data from the recruitment records before submitting the recruitment records to the Transport Department.

本人聲明本人在此文件及「本地招聘紀錄表」內提供的資料全屬真實和正確。本人明白如本人蓄意或存心提出不正確資料或隱瞞任何事項，或錯誤引導運輸署，運輸署會終止處理本申請及在指定時間內不會接受本人／該申請者的配額申請，本人亦須負上有關的法律責任。

I declare that the information furnished here and in the “Record Form on Local Recruitment” is true and accurate. I understand that if I knowingly or wilfully make any false statement or withhold any information, or otherwise mislead the Transport Department, the Transport Department will terminate the processing of this application and will not accept any quota application of me / that applicant within a specified period of time, and also I shall bear the legal responsibilities.

申請者／獲授權代表姓名及職位[#]（請以正楷填寫）

Name and post of applicant / authorised representative[#] (in block letters) : _____

申請者蓋印 Applicant's chop[†] :

簽署 Signature : _____

日期 Date : _____

* 申請者須保留上述招聘廣告的正本／打印本、連續 14 個曆日在勞工處「互動就業服務」網站／本地報章／招聘網站刊登該招聘廣告的證明文件，及每一位求職者的應徵紀錄和面試紀錄（如適用）（包括求職者的姓名及聯絡資料、是否成功聘用、不獲聘用的原因、拒絕受聘的原因等資料）至本申請期完結後 6 個月，以供運輸署抽查。

The applicant should keep original copy / printout of the above recruitment advertisement(s), documents of proof that such recruitment advertisement(s) has / have been published on the “Interactive Employment Service” website of the Labour Department / in local newspaper(s) / on recruitment website(s) for a continuous period of 14 calendar days and the application record and interview record (if applicable) of each job-seeker (including the name and contact information of the job-seeker, whether he / she was successfully employed, the reason(s) for not being employed, and the reason(s) for declining the offer, etc.) for six months after the end of this application period for spot check by the Transport Department.

[#] 資料必須與申請表第 6 部分相同。

The information must be the same as in Part 6 of the application form.

[†] 以公司名義申請者，須由公司的獲授權代表簽署及蓋上申請者蓋印。

In the case of a company applicant, this should be signed by the authorised representative of the company and stamped with applicant's chop.

「運輸業輸入勞工計劃—公共小巴／客車司機行業」
“Labour Importation Scheme for the Transport Sector – Public Light Bus / Coach Trade”

本地招聘紀錄表
Record Form on Local Recruitment

(招聘期 Recruitment Period : _____ 至 to _____)

申請者名稱 Name of Applicant : _____

客運營業證號碼 Passenger Service Licence No. : _____

申請者蓋印 Applicant's chop : _____

招聘職位 : _____ 招聘月薪 : _____
Recruiting Job: _____ Recruiting Monthly Salary: HK\$ _____

A. 應徵上述職位的本地求職者人數 : _____
No. of local job-seeker(s) applied for the abovementioned post: _____
(如沒有, 請填“0”。 If no, please fill in “0”)

B. 獲邀請參加面試人數 No. of job-seeker(s) invited to attend interview : _____
面試期 Interview Period : _____ 至 to _____

註 : (1) 請在括弧內填寫人數。如沒有, 請填“0”。 Please fill the number of person(s) in the bracket. If nil, please fill in “0”. (2) 每位應徵者成功獲聘而離職／拒絕受聘／不獲聘用的原因可多於一項。 Each job-seeker may have more than one reason for having employment terminated after employed / declined offer / not employed.		
填表時已成功獲聘人數 No. of job-seeker(s) have () been employed when filling out the form	拒絕受聘人數 No. of job-seeker(s) declined () offer	不獲聘用人數 No. of job-seeker (s) not () employed
填表時仍在職人數 No. of () person(s) still in employment when filling out the form	因下述原因拒絕受聘人數 No. of person(s) declined offer due to the following reason(s):	因下述原因不獲聘用人數 No. of person(s) not employed due to the following reason(s):
填表時已離職人數 No. of () person(s) terminated employment when filling out the form	薪酬 Remuneration () 工作性質 Work nature () 工作環境 Work environment () 工作時間 Working hours () 其他 Others (please specify): ()	教育程度不符 () Academic level not attained () 缺乏必須經驗 () Lack of essential experience () 缺乏必須技術 () Lack of essential skill(s) () 語文程度不符 () Language requirement(s) not met () 其他 Others (Please specify): ()
因下述原因離職人數 No. of person(s) left due to the following reason(s): 薪酬 Remuneration () 工作性質 Work nature () 工作環境 Work environment () 工作時間 Working hours () 其他 Others (please specify): ()		
拒絕或缺席面試人數 Refused or failed to attend interview ()		

C. 不獲邀請參加面試人數 No. of job-seeker(s) not invited to attend interview : _____

註：

(1) 請在括弧內填寫人數。如沒有，請填“0”。

Please fill the number of person(s) in the bracket. If nil, please fill in “0” .

(2) 每位應徵者不獲邀請參加面試的原因可多於一項。

Each job-seeker may have more than one reason for not being invited to attend interview.

因下述原因不獲邀請參加面試求職者人數

No. of job-seekers not invited to interview due to the following reason(s):

教育程度不符 Academic level not attained

()

缺乏必須經驗 Lack of essential experience

()

缺乏必須技術 Lack of essential skill(s)

()

語文程度不符 Language requirement(s) not met

()

其他 Others (please specify):

()