致 ： 運輸及物流局

To ： Transport and Logistics Bureau

運輸業輸入勞工計劃 - 航空業
本地招聘確認書
Labour Importation Scheme for the Transport Sector - Aviation Industry
Confirmation Form on Local Recruitment

申請者名稱 Name of Applicant:_____

關於本人／申請者根據**運輸業輸入勞工計劃 - 航空業** (「計劃」)提出的續約配額申請，現確認如下（請在適當空格中加上✔號）：

In connection with the application for quota(s) for contract renewal under the Labour Importation Scheme for the Transport Sector - Aviation Industry ("Scheme"), we confirm that (Please ✓ as appropriate):

本人／申請者已按「計劃」規定，在申請前四個月內，即由_____至_____

In accordance with the requirement of the Scheme, I / the applicant have / has conducted local recruitment within four months preceding the application, from _____to _____

☐ 在本地公開招聘會中進行招聘；**或**
at an open local job fair; **OR**

☐ 在勞工處「互動就業服務」網站連續 14 個曆日進行招聘；**或**
through the Interactive Employment Service website of the Labour Department for a continuous period of 14 calendar days; **OR**

☐ 在連續 14 個曆日內於本地報章／招聘網站刊登兩則廣告。
for a consecutive period of 14 calendar days, with two recruitment advertisements published in local newspaper(s) / on recruitment website(s).

及
AND

☐ 本地招聘下的職位所提供的薪金不少於申請工種當時的每月工資中位數。
the wages offered in the above local recruitment were no less than the prevailing median monthly wages of the respective job types.

隨本確認書附上在本地公開招聘會／勞工處「互動就業服務」網站／本地報章／招聘網站* 進行招聘的證明文件(包括所提供薪金的證明)。

With this confirmation form, document(s) of proof that such recruitment activities have been carried out at an open local job fair/ Interactive Employment Service website of the Labour Department /in local newspaper(s)/on recruitment website(s)* are attached (including proof of wages offered).

*請刪去不適用者。 *Please delete where appropriate.*

☐ 在上述本地招聘期間並**無求職者應徵**當前申請所涉及的職位，已在「**招聘本地機場員工紀錄表**」填報應徵機場員工職位的求職者人數為 <u>0</u>；**或**
No job-seeker has applied for the post(s) included in the current application during the local recruitment period as mentioned above. It has been filled in **"Record Form on Recruitment of Local Airport Workers"** that the number of job-seekers applying for the airport worker post(s) is <u>0</u>; **OR**

☐ 在上述本地招聘期間共有_____名求職者應徵當前申請所涉及的職位，現於「**招聘本地機場員工紀錄表**」提供有關招聘結果資料，以便貴局參考。
During the local recruitment period as mentioned above, _____ job-seeker(s) has / have applied for the post(s) included in the current application. The information of recruitment result is provided in the **"Record Form on Recruitment of Local Airport Workers"** for your reference.

本人／申請者已獲得應徵者同意可向運輸及物流局及香港機場管理局（機場管理局）透露其個人資料。他們明白運輸及物流局及／或機場管理局可能會向他們核對「招聘本地機場員工紀錄表」內的資料。如應徵者不同意本人／申請者向運輸及物流局及／或機場管理局透露其個人資料，本人／申請者在提交運輸及物流局及機場管理局的招聘紀錄中，會略去或以其他方法使有關求職者的姓名或其他能識別其身份的詳情不被披露。

We have obtained the consent of job-seeker(s) for disclosing their personal data to the Transport and Logistics Bureau and the Airport Authority Hong Kong (AA). They understand that the Transport and Logistics Bureau and/or AA may approach them for verification of the information provided in the "Record Form on Recruitment of Local Airport Workers". In case a job-seeker disagrees to disclose his/her personal data to the Transport and Logistics Bureau and/or AA, we will omit, or by other means not disclose, his /her name or other identifying particulars of him/her in the recruitment records submitted to the Transport and Logistics Bureau and AA.

本人聲明本人在此文件及「招聘本地機場員工紀錄表」內提供的資料全屬真實和正確。本人明白，若我明知而在本文件及「招聘本地機場員工紀錄表」作出或罔顧實情地作出虛假或有誤導性的陳述，運輸及物流局可能會終止處理本申請及在指定時間內拒絕處理本人的新配額申請。同時，本人明白作虛假或有誤導性的陳述可能會觸犯法例。

I declare that the information furnished here and in the "Record Form on Recruitment of Local Airport Workers" is true and accurate. I understand that the Transport and Logistics Bureau will terminate the processing of this application and not process any new quota application within a specified period of time if I knowingly or recklessly make a statement which is false or misleading in this document and "Record Form on Recruitment of Local Airport Workers". I also understand that making false or misleading statements may constitute a breach of law.

獨資經營者/董事/獲授權合夥人/獲授權代表簽署[#]
Signature of sole proprietor/director/
authorised partner/authorised representative[#]： _____

姓 名[#]Name[#]： _____　　　申請者蓋印[#] Applicant's chop : [#]

日 期Date 　： _____　　　_____

[#] 必須與「運輸業輸入勞工計劃－航空業」續約配額申請表第六部分相同
[#] Must be the same as those in Part 6 of the Application Form for Quota for Contract Renewal under the "Labour Importation Scheme for the Transport Sector – Aviation Industry"

表格 Form LIS(A)-R1b　　　　　　　　　　　　　第___頁／共____頁 Page ___ of ___

運輸業輸入勞工計劃 - 航空業
Labour Importation Scheme for the Transport Sector - Aviation Industry
招聘本地機場員工紀錄表
Record Form on Recruitment of Local Airport Workers

(招聘期 Recruitment Period: _____ 至 to _____)

申請者名稱 Name of Applicant：_____

申請者蓋印 Applicant's chop：_____

請就每一份進行招聘的工作崗位填寫下表: (如空間不足, 請複印此表格填寫。)
Please fill in the following table for each post under recruitment: (Please copy this form if space is insufficient.)

招聘職位: **Job under recruitment:**		招聘月薪: **Monthly salary offered:**	HK$	
招聘職位的本地求職者人數： **No. of local job-seeker(s) who applied for the relevant post:**		*(如沒有，請填"0"。 if no, please put down "0")*		
1. 已成功獲聘人數 No. of job seekers employed: _____		**2. 拒絕受聘人數 No. of job seekers who declined offer:** _____		
1a. 仍在職人數 No. of person(s) still in employment		*因下述原因拒絕受聘人數 No. of person(s) who declined offer due to the following reason(s) :*		
1b. 已離職人數 No. of person(s) who terminated employment		薪酬 Remuneration		
因下述原因離職人數 No. of person(s)left due to the following reason(s) :		工作性質 Work nature		
薪酬 Remuneration		環境 Environment		
工作性質 Work nature		工作時間 Working hours		
環境 Environment		其他（請註明）Others, please specify		
工作時間 Working hours				
其他（請註明）Others, please specify				
3. 不獲邀請參加面試 / 不獲聘用人數 No. of job seekers not invited to attend interview / not employed: _____		**4. 缺席面試人數 No. of job seekers who failed to attend interview:** _____		
因下述原因不獲聘用人數 No. of person(s) not employed 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（請註明）Others, please specify				

招聘職位: **Job under recruitment:**		招聘月薪: **Monthly salary offered:**	HK$
招聘職位的本地求職者人數: **No. of local job-seeker(s) who applied for the post of airport worker:**		（如沒有，請填"0"。 if no, please put down "0"）	

1. 已成功獲聘人數 No. of job seekers employed: _____		2. 拒絕受聘人數 No. of job seekers who declined offer: _____	
1a. 仍在職人數 No. of person(s) still in employment		*因下述原因拒絕受聘人數 No. of person(s) who declined offer due to the following reason(s) :*	
1b. 已離職人數 No. of person(s) who terminated employment		薪酬 Remuneration	
因下述原因離職人數 No. of person(s)left due to the following reason(s) :		工作性質 Work nature	
薪酬 Remuneration		環境 Environment	
工作性質 Work nature		時間 Working hours	
環境 Environment		其他（請註明）Others, please specify	
時間 Working hours			
其他（請註明）Others, please specify			
3. 不獲邀請參加面試 / 不獲聘用人數 No. of job seekers not invited to attend interview / not employed: _____		**4. 缺席面試人數 No. of job seekers who failed to attend interview: _____**	
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缺乏必須技術 Lack of essential skill(s)			
語文程度不符 Language requirement(s) not met			
其他（請註明）Others, please specify			

招聘職位: **Job under recruitment:**		招聘月薪: **Monthly salary offered:**	HK$
招聘職位的本地求職者人數: **No. of local job-seeker(s) who applied for the post of airport worker:**		（如沒有，請填"0"。 if no, please put down "0"）	

1. 已成功獲聘人數 No. of job seekers employed: _____		2. 拒絕受聘人數 No. of job seekers who declined offer: _____	
1a. 仍在職人數 No. of person(s) still in employment		*因下述原因拒絕受聘人數 No. of person(s) who declined offer due to the following reason(s) :*	
1b. 已離職人數 No. of person(s) who terminated employment		薪酬 Remuneration	
因下述原因離職人數 No. of person(s)left due to the following reason(s) :		工作性質 Work nature	
薪酬 Remuneration		環境 Environment	
工作性質 Work nature		時間 Working hours	
環境 Environment		其他（請註明）Others, please specify	
時間 Working hours			
其他（請註明）Others, please specify			
3. 不獲邀請參加面試 / 不獲聘用人數 No. of job seekers not invited to attend interview / not employed: _____		**4. 缺席面試人數 No. of job seekers who failed to attend interview: _____**	
因下述原因不獲聘用人數 No. of person(s) not employed 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（請註明）Others, please specify			