

Application for the post of Amenities Assistant III
Leisure and Cultural Services Department
Supplementary Information Sheet

Please complete ALL parts of this form.

Please complete every item in this form and in block letters.

From: _____ (Name as shown on Hong Kong Identity Card)

To: Appointments and Establishment Unit,
Support Section, Leisure Services Branch,
8/F, Leisure and Cultural Services Headquarters,
1-3 Pai Tau Street, Sha Tin, New Territories.

Part A

I confirm that I *have / have not** met the stipulated entry requirements for the job and *have / have not** obtained the relevant academic certificates and/or official transcripts by the closing date of application.

**delete as appropriate*

Part B

Describe in no more than 300 words how your personal background and/or experience would enable you to take up the job as an Amenities Assistant III. If there is insufficient space, please attach additional sheet(s).

Part C

I understand that if I wilfully give any false information or withhold any material information in this SIS (and attached sheets, if any), or fail to notify the Leisure and Cultural Services Department any subsequent change of information provided, it will render me liable to disqualification for employment by the Government or termination of employment, if already employed by the Government. I ensure that all parts in the SIS are completed and the information is accurate. I consent to the Government making any necessary enquiries for purposes relating to recruitment by and employment with the Government and for the verification of the information given above.

Name : _____

Signature : _____

Hong Kong Identity Card No.
[letter(s) and first 3 digits]: _____

Date : _____

Notes for applicants:

1. Applicants should:
 - (a) submit the completed application form (G.F. 340 [(Rev. 7/2023)]) together with the completed SIS **in person or by post**. They should reach the Appointments and Establishment Unit, Support Section, Leisure Services Branch, on or before the application deadline (i.e. 12.9.2024). Please specify clearly “Application for the post of Amenities Assistant III” on the envelope. The postmark date on the envelope will be regarded as the date of application. In case an applicant fails to submit the SIS in the prescribed format, his/ her application will be regarded as incomplete and **will NOT be considered**; or
 - (b) apply through the Civil Service Bureau’s website (<https://www.csb.gov.hk>) on or before the application deadline and then submit the completed SIS separately **in person or by post**. The SIS should reach the Appointments and Establishment Unit, Support Section, Leisure Services Branch, within one week after the application deadline (i.e. on or before 19.9.2024). Please specify clearly “Application for the post of Amenities Assistant III” on the envelope. The postmark date on the envelope will be regarded as the submission date of the SIS. In case an applicant fails to submit the SIS in the prescribed format, his/ her application will be regarded as incomplete and **will NOT be considered**.
2. The personal data provided in this SIS will be used for recruitment and other employment-related purposes. It may be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with the Government e.g. recruitment examination and/or interview, qualifications assessment, medical examination, employer reference and integrity

checking, etc. as may be necessary. Personal data of an unsuccessful applicant will normally be destroyed 24 months after rejection of the applicant's application.

3. You must provide all the personal data requested in this SIS. Your application will not be considered if you fail to provide all information as requested in this SIS.
4. You are required to notify the Leisure and Cultural Services Department if there are any subsequent changes to the personal data provided after submission of the SIS. For correction of or access to personal data, please contact the Appointments and Establishment Unit, Support Section, Leisure Services Branch at 8/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, New Territories, Hong Kong or by email to calsae1@lcsd.gov.hk. For enquiries on recruitment matters, please contact the Appointments and Establishment Unit by phone at 2601 8770 or by email to calsae1@lcsd.gov.hk. Contact details for enquiries on recruitment matters are also available from the Civil Service Bureau Homepage on the Internet at <https://www.csb.gov.hk>.