



Work Trial Scheme Application Form

[For Official Use]

JMP officer : _____
Appt. Date : _____
Appt. Time : _____

Method of Application

Please complete this application form and return it **by mail, by fax or in person** to any Job Centres of the Labour Department. Our Job Matching Programme officer will interview you as soon as possible to provide you the relevant service of the Scheme.

Name [Mr/ Ms] _____
Hong Kong Identity Card No. : _____ () Daytime Contact Tel. No: _____
Correspondence Address : _____
I have been unemployed for: _____ year(s) _____ month(s)

Signature : _____

Work Trial Scheme

The Work Trial Scheme aims to enhance the employability of job-seekers who have special difficulties in finding jobs through one-month work trial. Scheme participants will take up jobs offered by the participating organisations. During work trial period, there will be no employment relationship between the participant and the participating organisation. On satisfactory completion of the work trial period, Scheme participants will receive \$5,500 allowance. To qualify for the work trial allowance, Scheme participants have to attain an attendance rate of at least 80%. The Labour Department will take out insurance for Scheme participants.

Statement of Purposes

Purpose of Collection of Personal Data

The personal data as provided by you to this office, by means of registration form(s) or by employers' reply after job referrals will be used by the Labour Department for the purpose of arranging work trial referrals or related activities for you. The provision of personal data by you is voluntary. If you do not provide sufficient information, we may not be able to arrange job referrals for you. Your registration is valid for three months. Should you wish to continue our services after the lapse of the registration, simply approach your placement officer for re-registration.

Classes of Transferees

The personal data and other related information provided by you may be disclosed to participating organisations of the Scheme, employers or other related bodies in order to arrange job referrals or other related activities for you. Your personal data may be also disclosed to the Social Welfare Department and other employment scheme offices of the Labour Department for the purpose of verifying applications for CSSA and other employment scheme allowances.

To facilitate your job search and employers' selection of suitable candidates for work trial interview, we will put on the Internet and other publicity channels your job related information such as your qualifications, work experience, jobs preferred, etc. However, to safeguard your privacy, we will not place on the Internet and other publicity channels your personal particulars including your name, Hong Kong Identity Card number, telephone number, address or E-mail address.

Enquiries

You have a right of access and correction in respect of your personal data as provided for in Sections 18 and 22 and Principle of Schedule 1 of the Personal Data (Privacy) Ordinance. Enquiries concerning your personal data including the making of access and corrections, should be addressed to the Manager of the relevant Job Centre. Telephone numbers of the Job Centres are as follows:

The Addresses and Telephone Numbers of the Job Centres

Hong Kong East Job Centre

34/F, Revenue Tower, 5 Gloucester Road, Wanchai,
Hong Kong (Exit A5, Wan Chai MTR Station)
Tel: 2591 1318 Fax: 2591 6262

Hong Kong West Job Centre

4/F, Western Magistracy Building,
2A Pokfulam Road, Hong Kong (Near Western
Police Station)
Tel: 2552 0131 Fax: 2873 5006

North Point Job Centre

12/F, North Point Government Offices, 333 Java Road,
North Point, Hong Kong (Exit C, Quarry Bay MTR
Station)
Tel: 2114 6868 Fax: 2114 0202

Kowloon East Job Centre

Room 705-6, 7/F, Stelux House,
698 Prince Edward Road East, San Po Kong, Kowloon
(Next to Cognitio College and Near Yue Xiu Plaza)
Tel: 2338 9787 Fax: 2338 9827

Kowloon West Job Centre

9/F, Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road, Kowloon (Exit C1,
Shamshuipo MTR Station)
Tel: 2150 6397 Fax: 2393 4333

Kwun Tong Job Centre

10/F, Kowloon East Government Offices, 12 Lei Yue
Mun Road, Kwun Tong (Exit D4, Kwun Tong MTR
Station)
Tel: 2342 0486 Fax: 2797 8074

Shatin Job Centre

2/F, Shatin Government Offices,
1 Sheung Wo Che Road, Shatin
(Exit B, Shatin MTR Station)
Tel: 2158 5553 Fax: 2691 0664

Tai Po Job Centre

3/F, Tai Po Government Offices,
1 Ting Kok Road, Tai Po (Exit B, Tai Wo MTR
Station)
Tel: 2654 1429 Fax: 2651 8977

Tsuen Wan Job Centre

2/F, Tsuen Wan Government Offices,
38 Sai Lau Kok Road, Tsuen Wan (Exit A, Tsuen Wan
MTR Station)
Tel: 2417 6197 Fax: 2413 6263

Tuen Mun Job Centre

Units 5-10, 27/F, Tuen Mun Parklane Square,
2 Tuen Hi Road, Tuen Mun (Near Tuen Mun Town
Hall)
Tel: 2463 9967 Fax: 2454 2064

Yuen Long Job Centre

2/F, Yuen Long Centre, 55 Sau Fu Street,
Yuen Long (Exit E, Long Ping MTR Station)
Tel: 3692 5750 Fax: 3692 5761

Sheung Shui Job Centre

Units 2001-06, Level 20, Landmark North,
39 Lung Sum Avenue, Sheung Shui (Exit A4, Sheung
Shui MTR Station)
Tel: 3692 4532 Fax: 3692 4541

Appointment Notice [To be filled by staff of Labour Department]

Name of Job-seeker : _____
Venue of Appointment : _____
Appointment Date & Time : _____
Name of Placement Officer : _____
Telephone No. : _____