

(Part II): To be completed by Employee

I have been employed by the above employer as a direct employee. Details are as follows:

1. Have an unemployment period of not less than 1 month within 1 year prior to the commencement date of employment mentioned in (Part 1):

Yes

No

2. To acquire and enhance the skills and knowledge required for the post mentioned in (Part I), I agree having the need for on-the-job training:

Yes

No

(Part III): To be completed by Employer and Employee

It is to declare that our company and the employee will be in full compliance with the rules and regulations as set out in the 'Guidelines on Applying for On-the-Job Training Allowance' (the 'Guidelines') and that our company will undertake all legal responsibilities as stipulated in the Employment Ordinance and other relevant Ordinances. It is understood that any contravention of the 'Guidelines' or the Ordinances will result in rejection for the application. Our company agrees that the Programme Office / Job Centres can obtain information about our conviction records in respect of the relevant Ordinances from other divisions of the Labour Department and other government departments / statutory bodies, and gives consent to the divisions and departments / statutory bodies concerned to provide such information. Our company and the respective employee also agree that if the Labour Department requests the submission of documents like the BRC, employment contracts, wage records, attendance records, MPF contribution records, training records, employer's return of remuneration and pensions, etc. for examination purpose, the employer will submit accordingly. Our company and the employee also declare that the information provided for the purpose of applying for OJTA is true and accurate. It is understood that if any party willfully provides false or erroneous information for obtaining / intending to obtain the OJTA, he / she / they will be liable to an offence. The Labour Department may refer the application to other divisions of this department and other government departments for follow-up.

Company's chop and signature of the representative

Signature of the employee

Note:

1. Please return this form to the Labour Department within the first month after the commencement of employment.
2. Eligible employers will be given a training allowance of \$2,000 per month, for 3 to 6 months, for each job seeker upon completion of the OJT.
3. The Labour Department will send a copy of this submitted preliminary application form to the respective employee.
4. For enquiry, please call our programme hotline at 2150 6398 or visit our Interactive Employment Service website www.jobs.gov.hk.

Statement of Purposes

1. The personal data provided by you in this form will be used for processing OJT Allowance under this programme and other related purposes. It may also be disclosed to other related government departments.
2. You have a right of access and correction in respect of your personal data as provided by the Personal Data (Privacy) Ordinance [Cap.486] with the exception that the data has been deleted.
3. Enquiries concerning this form and your personal data collected by means of this form, including the making of access and corrections, should be addressed to Programme Office, Employment Programme for the Middle-aged, 9/F Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.