

Introduction of the Employment Programme for the Middle-aged

1. This Programme is launched by the Labour Department (LD) for all registered job-seekers aged 40 or above and have an unemployment period of not less than 1 month within 1 year prior to the commencement date of employment. Employers, who engage these job seekers in full time permanent jobs, may apply for provision of on-the-job training (OJT) for a period of 3 months in general, and up to a maximum period of 6 months with information provided by employers and upon approval. A training allowance of \$2,000 per employee per month will be given for each job seeker upon completion of the OJT.
2. There should be a direct employer-employee relationship between the employer and the placed job seeker. The employer should undertake all legal responsibilities as stipulated in the Employment Ordinance and other relevant ordinances.
3. There should be no relative relationship or prior employment relationship between the placed job seeker and the employer. The vacancy must be newly filled by an eligible job seeker who commences the employment after the vacancy has been registered at LD.
4. The wage rate should be reasonable and at par with the market level and the employer has to undertake not to displace existing staff in the same position with the job seeker placed.
5. An employer is only allowed to submit one application for OJT allowance for each job seeker placed.
6. If the employer is a government service contractor whose tender contracts contain mandatory terms on employment conditions (like rate of wages and working hours) of non-skilled workers, they should adhere to these terms when they place EPM employees in the respective non-skilled positions. LD may request the employers to submit the relevant documents for verification purpose.
7. Applications from employers who engage promoters or sales representatives will generally be rejected.
8. Employers have to submit the duly completed Preliminary Application Form for OJT to the Programme Office or designated Job Centres within 1 month after the commencement of employment of the job seeker.
9. Employers should only commence the OJT recognized under the Programme after the preliminary application has been approved by the LD. Moreover, employers should assign an experienced staff as a mentor of the job seeker placed.
10. Employers should confirm that the information provided in the form(s) is true and correct. The LD reserves the right to approve the application, OJT period and amount of OJT allowance.
11. For enquiries, please contact us at 2150 6398 or visit the website of the Interactive Employment Services at www.jobs.gov.hk.

Points to Note

1. Employers must ensure that all activities carried out are lawful and the information provided in the form(s) is true and correct.
2. Employers must not solicit money in any form or under any title, no matter for reasons of provision of services, selling of goods, referral of service, guarantee deposit and so on from job-seeker(s).
3. Under the Employees' Compensation Ordinance, all employers are required to take out employees' compensation insurance to cover their liabilities both under the Ordinance and at common law for work injuries in respect of all their employees. For enquiries, please call 2717 1771.
4. Employers should arrange for the employee(s) to join a registered MPF scheme.
5. Employers have to hold a valid Business Registration Certificate (BRC) or other recognized licence. (The name of payee of OJT Allowance will tally with the BRC or the recognized licence.) Employers may be requested to produce relevant document(s) (e.g. Employees' Compensation Insurance Policy, Residential Address Proof, etc). If any employers fail to do so, the LD will not accept and display the respective vacancy order.
6. If your company is a school or tuition school or an organization providing similar service, please contact the Job Vacancy Processing Centre at 2503 3377 for a separate vacancy order form.
7. Filling this vacancy order form will not impose any restrictions to employers in recruiting any job seekers who are capable for the post. Yet, please be reminded that only employers that have employed eligible job seekers for the Programme can apply for OJT allowance under the Programme.
8. Please complete the form in black ink and block letters. Furthermore, with the implementation of Race Discrimination Ordinance, please complete the form in both Chinese and English as far as possible, then fax to the Job Vacancy Processing Centre at fax no. 2566 3331.
9. Each vacancy order will remain valid for 1 month. If you have changed your contact means- or terms of employment, or if the vacancy is filled, please notify the Labour Department immediately.
10. The terms of employment, entry requirements and job descriptions of the post must **NOT** violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. You should consider the capability of job seekers and follow the relevant codes of practice against discrimination in employment. Please do not specify any requirements on the gender, age or race of the job seekers or any other discriminatory terms. Otherwise, we will not accept or display your vacancy order.

11. When you collect personal data from job seekers (e.g. resumes), you should observe the Personal Data (Privacy) Ordinance, disclose your company name and provide the contact person and contact means for job seekers to obtain Personal Information Collection Statement. For details, please contact the Privacy Commissioner's Office at 2827 2827 or visit the website www.pcpd.org.hk.
12. During job interviews, you should check carefully the identity documents of the job seekers to confirm that they are legally employable in Hong Kong.
13. The Labour Department reserves the right to accept and display any vacancy provided by you at Job Centres, the Website of the Interactive Employment Service and other publicity channels of the Labour Department.
14. The Labour Department reserves the right to suspend the display of all your vacancies for investigation of complaints and other suspected irregularities, and the right to decide whether to resume the display of the vacancies and the provision of recruitment services after the investigation.

STATEMENT OF PURPOSES FOR PERSONAL DATA

Purpose of Collection

1. The personal data as provided by you to the Labour Department or by means of the Vacancy Order Form will be used by the offices of the Labour Department that provide employment services for introducing job seekers to you or other related purpose. The provision of personal data by you is voluntary. However, if you do not provide sufficient information, we may not be able to introduce job seekers to you.

Classes of Transferees

2. The personal data provided by you in the vacancy order or to our staff may be disclosed to job seekers, offices of our department that provide employment services, or other related bodies including the Employees Retraining Board and its training bodies in order to introduce job seekers to you. Subject to your consent, information regarding your company's name, contact person and contact means will also be shown on display cards, the Internet or other publicity channels so that job seekers can contact you direct for interviews.

Access to Personal Data

3. You have a right of access and correction in respect of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of record of your personal data.

Enquiries

4. Enquiries concerning your personal data collected by means of vacancy order form including the making of access and corrections, should be addressed to the Manager of the Job Vacancy Processing Centre, Labour Department: Address : 9/F., Cornwall House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong. Tel. No.: 2503 3377.

VACANCY ORDER FORM

(This form can be duplicated for use)

◀ Please read the Points to note on Page 1 before completing this form. Please fax the completed form to **2566 3331** ▶

Part I : Employer Information (Please complete in both English and Chinese as far as possible) Vac. Order No. (Official Use Only):

(If your company is using our recruitment service for the first time or the copy of Business Registration Certificate (BRC) sent to us before is expired, please fax a copy of the updated BRC to us with this form.)

1. BRC Number :	BRC expiry date:	
2. Company Name (In English) :	(In Chinese) :	
3. Trade :	4. Size of Employment :	
5. Address(BRC) (In English): (In Chinese) :		
6. Contact Person (In English) : *Miss / Ms / Mr	(In Chinese) : 小姐/女士/先生*	
7. Tel. No. :	8. Fax No. :	9. E-mail address :

Part II : Job Application Method (Please choose one only) (Please complete in both English and Chinese as far as possible)

DO NOT display company information, only by referral of the Labour Department

Display the following company information (either one of the following options) for direct job application by job seekers (Labour Department will display company information in Job Centres, internet or other publicity channels):

- Contact person and Tel number
- Company name, Contact person and Tel number
- Company name, and the following information for collecting resumes of applicant:
 - Email address
 - Fax number
 - Postal address (i.e. item 5 – Address(BRN) above)

To obtain a copy of this company's Personal Information Collection Statement, job seekers can contact the company (If different from Part I, please provide : (In Eng.) Ms / Miss / Mr _____
(In Chi.) _____小姐 / 女士 / 先生 at Tel / Fax / Post / E-mail * _____)¹

Interview Address (if different from item 5 – Address(BRC) above) :
(In Eng.) _____
(In Chi.) _____

Do you need to **display** the interview address in the job advertisement for **walk-in interview**?
 Yes (Company Name must be displayed if "yes" is chosen) (Interview Time _____) No

Part III : Vacancy Information (Please complete in both English and Chinese as far as possible)

10. Job Title (In English):	(In Chinese):	11.No. of Vacancy(ies) :
12. Job Duties (English): (Maximum: 200 English characters, including symbols and space)		
Job Duties (Chinese): (Maximum: 100 Chinese characters, including symbols and space)		
13. Contract of Employment:	<input checked="" type="checkbox"/> Full-time ²	<input checked="" type="checkbox"/> Permanent ³

¹ When you collect resumes from job seekers, you should observe the Personal Data (Privacy) Ordinance, disclose your company name and provide the contact person and contact means for job seekers to obtain Personal Information Collection Statement. If you collect resumes by fax, there should be a dedicated fax machine for such purpose.

² Job vacancy with less than 5 working days per week or less than 6 working hours per day will be defined as Part-time Job.

³ Employment period of 12 months or above will be defined as permanent basis, otherwise it will be regarded as temporary basis.

14. Working Hours : _____ Working days per week <input type="checkbox"/> Shift Holiday <input type="checkbox"/> Regular hours : From _____ am/pm* To _____ am/pm* <input type="checkbox"/> Shift work, working hours : _____ , _____ hours per day	
15. Work Place (if different from item 5 - Address(BRC) above): <input type="checkbox"/> Mainland / Other country* (Country/District/City _____) , station / frequently / sometimes / occasionally *	
16. Basic Salary : HK\$ _____ per month / week / day / hour / piece* (the amount must be filled in) <input type="checkbox"/> plus Commission around \$ _____ <input type="checkbox"/> other benefit(s) / allowance(s)	
17. Required Education :	18. Working Experience :
19. Language Requirement: (please take into account the <u>genuine</u> job requirement in checking the appropriate boxes)	
<u>Ability to Speak</u> Cantonese <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil English <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil Others (Please Specify: _____) <input type="checkbox"/> Fluent <input type="checkbox"/> Fair	<u>Ability to Read & Write (must be filled in)</u> Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil English <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil Others (Please specify: _____) <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read
20. Other Entry Requirements (English): (Maximum: 100 English characters, including symbols and space) Other Entry Requirements (Chinese): (Maximum: 50 Chinese characters, including symbols and space)	
21. <input checked="" type="checkbox"/> Our company is willing to employ participants of the Employment Programme for the Middle-aged. We are willing to provide him/her with on-the-job training as approved under the Programme.	
22. Do you agree to transfer data provided in this form to the Employees Retraining Board and its training bodies? <input type="checkbox"/> Agree <input type="checkbox"/> Not Agree	

Part IV : Declaration (Employer should fill in the blanks and sign on this statement when placing orders)

1. Our company / I _____ hereby declare that the terms of employment, entry requirements (including requirement on language proficiency, if any) and job descriptions, etc. of the post _____, and any amendments thereafter are relevant, justifiable and do not violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. Our company / I understand that our company / I will commit an offence and will be liable on conviction to a fine if our company / I knowingly or recklessly make a statement which in a material respect is false or misleading;	
2. The job applicant(s) to fill the post advertised in the Labour Department is/are our company/my direct employee(s). The employee(s) is/are covered by the Employment Ordinance;	
3. An Employees' Compensation Insurance Policy is taken out to cover the employee(s);	
4. Arrangement for the employee(s) to join a registered MPF scheme will be made;	
5. Our company / I will not solicit money in any form or under any title, no matter for reasons of provision of services, selling of goods, referral of service, guarantee deposit and so on from job seekers.	
6. Our company / I have read the Points to Note of this vacancy order form, and agree to follow the terms and conditions.	
Company Representative/Employer (Full name in Block Letters): _____	Co. Rep. /Employer Signature _____ or Company Chop: _____ Date: _____

(- put in suitable box ; * - delete where inappropriate)

For Official Use Only : REC _____ CID _____ REL _____
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