

Hong Kong Christian Service
Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)

Job Vacancy Form

- Please read through the Notes to Employers and Statement of Purposes for Personal Data on page 1 and 2.

- Please fill up this form in English and send the completed form to CHEER by fax: 3106 0454 or email: cheer@hkcs.email. For enquiry please contact 3106 3104.

**Delete inappropriate item*

Part I : Employer Information (Items will be showed in the post))

1. Company Name : Lutheran Bliss District Support Centre (Yau Tsim Mong)		2. Trade : Social Service
3. Company Address: Room 810, 38 Tai Kok Tsui Road, New Kowloon Plaza, Tai Kok Tsui, Kowloon		
4. Contact Person : *Miss / Ms / Mr Jacky NG and Mr Chris Lai		
5. Tel. No.: 3709 6188	6. Email Address: r12@hklss.hk	7. Fax No.: 3709 6177

Part II : Vacancy Information

8. Job Title : Ethnic Minority District Ambassador		9. No. of Vacancy(ies) : 1				
10 Job Duties : <ul style="list-style-type: none"> ● Assist centre's group activities and programmes, publicity and promotional work, including but not limited to those for ethnic minorities. ● Assist in providing simple interpretation and translation service to EMs to facilitate them to fill in application forms, obtain the information they need and get themselves familiar with the community resources, etc; ● Assist in visits and providing escort services for EMs; ● Assist in the production of publicity/ promotion materials in EM language(s); ● Assist in establishing contact and maintaining liaison with members of EM communities to gauge their service needs 						
11. Contract of Employment: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time						
12. Work Place (if different from item 3 –Company Address above): <u>Yau Tsim Mong</u>						
13. Working Hours : <u>44Hours Per Week(full Time)</u> Working days per week <input type="checkbox"/> Shift Holiday <input checked="" type="checkbox"/> Regular hours, (Schedule, e.g. Mon-Fri 9am-5pm) <u>9:00 am -5:30 pm</u> <input type="checkbox"/> Shift work, working hours : _____ , _____ hours per day						
14. Basic Salary : HK\$ <u>15665 (Full Time)</u> per *month / week / day / hour / piece <input type="checkbox"/> plus Commission around \$ _____ <input type="checkbox"/> other benefit(s) / allowance(s) _____						
15. Required Education : <input checked="" type="checkbox"/> No recruitment <input type="checkbox"/> schooling <input type="checkbox"/> Primary (Completed Primary _____) <input type="checkbox"/> Secondary (Completed Secondary _____) <input type="checkbox"/> Diploma/Certificate <input type="checkbox"/> Sub-degree <input type="checkbox"/> Degree <input type="checkbox"/> Others (please specify : _____)						
16. Working Experience :						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> 17. Language Requirement : <i>(please take into account the genuine job requirement)</i> </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <u>Ability to Listen & Speak</u> Cantonese <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil English <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil Putonghua <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil Others (Please Specify: <u>Bahasa, Indonesia, Nepali, Urdu, Punjabi, Tagalog, Thai, Hindi or Vietnamese</u>) <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil </td> </tr> <tr> <td style="vertical-align: top; padding: 5px;"> <u>Ability to Read & Write</u> Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil Others (Please specify: <u>Bahasa, Indonesia, Nepali, Urdu, Punjabi, Tagalog, Thai, Hindi or Vietnamese</u>) <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil </td> <td></td> </tr> </table>			17. Language Requirement : <i>(please take into account the genuine job requirement)</i>	<u>Ability to Listen & Speak</u> Cantonese <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil English <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil Putonghua <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil Others (Please Specify: <u>Bahasa, Indonesia, Nepali, Urdu, Punjabi, Tagalog, Thai, Hindi or Vietnamese</u>) <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil	<u>Ability to Read & Write</u> Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil English <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil Others (Please specify: <u>Bahasa, Indonesia, Nepali, Urdu, Punjabi, Tagalog, Thai, Hindi or Vietnamese</u>) <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil	
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18. Other Entry Requirements:

Part III: Job Application Method

Applicants can apply the vacancy by:

- ☒ Contact *~~Ms~~ / Miss / Mr Jacky NG and Mr Chris Lai at
*Tel / E-mail 37096188
- ☒ Send the resume to ~~Ms~~ / Miss / Mr* Tam at
* ~~Tel / Fax / Post~~ / E-mail * r12@hklss.hk

Part IV: Declaration

1. Our company / I authorize CHEER to post the above job vacancy(ies) for recruitment purpose.
2. Our company / I understand that the acceptance and display of this job advertisement by the CHEER should by no means be construed as the job order has fully complied with requirements of the Minimum Wage Ordinance. Our company / I shall be responsible for ensuring that the terms of the post concerned are in line with the Minimum Wage Ordinance..

Company Representative/Employer: TAM YIK SZE
(Full name in Block Letters):

Co. Rep. /Employer Signature or Company Chop: 



Date: _____

For Official Use Only :

Received by : _____ Date: _____(DD)_____(MM)_____(YY) Valid until (2 months): _____(DD)_____(MM)_____(YY)