

VACANCY ORDER FORM

(total: 2 pages)

Points to Note

1. Before you fill in this form, you have to make sure that the person recruited for the post is a direct employee of you / your company and would be subjected to the protection of the Employment Ordinance. You should also confirm that all activities carried out by you / your company are lawful and the information provided in the form(s) is true and correct.
2. You / your company should 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 (including full-time and part-time employees, e.g. part-time domestic helpers).
4. You / your company should arrange for the employee(s) to join a registered MPF scheme (if applicable).
5. You may be requested to produce relevant document(s). If you fail to do so, we will not accept and display your vacancy order.
6. Please complete each column of the form in black ink and block letters, then fax it to Bamboos at fax no. 2575 5836.
7. Please use separate vacancy order form for each post. This form can be duplicated for repeated use but please do not alter the size of the form.
8. This vacancy order will remain valid for 6 months. If you have changed your contact means such as address/telephone number/fax number, or terms of employment, or if you wish to cancel your order, please notify Bamboos immediately.
9. The terms of employment, entry requirements and job descriptions of the post must not violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance or the Family Status Discrimination Ordinance. You should consider the capability of job seekers and follow the related codes of practice against discrimination in employment. Please do not specify any requirements on the gender, age of the job seekers or discriminatory terms. Otherwise, we will not accept or display your vacancy order.
10. If your company is a school or tuition school or an organization providing similar service, you should fax the copy of the "Certificate of Registration of a School" issued by the Education and Manpower Bureau with the completed order form.
11. When you collect personal data from job seekers (e.g. request job seekers to provide 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.pco.org.hk.
12. During job interviews, you should check carefully the identity documents of the job seekers in order to confirm that they are legally employable in Hong Kong. Furthermore, you should also inform job seekers of the interview results as soon as possible.
13. Bamboos reserves the right to accept and display any vacancy provided by you.

STATEMENT OF PURPOSES

Purpose of Collection

1. The personal data as provided by you to Bamboos or by means of the Vacancy Order Form will be used by Bamboos 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 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 such as telephone no. and fax no. will also be shown on display cards and through the Internet or other publicity channels so that job seekers can contact you direct to arrange 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 Bamboos Professional Nursing Services.

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 completed form to **2778 1810**

Part I : Information of Employer and Contact Person

1. Business Registration Certificate Number : Certificate of Registration of NGO (if the organization is a NGO):	
2. Company Name (In English) : Company Name (In Chinese) :	
3. Nature of Service :	4. Size of Employment :
5. Address (In English) : (In Chinese) :	
Contact Person (In English) : *Miss / Ms / Mr (In Chinese) 小姐/女士/先生	7. Tel. No. :
8. E-mail address :	9. Fax No. :

Part II : Vacancy Information

10. Job Title :	11. No. of Vacancy(ies) :
12. Job Duties :	
13. Contract of Employment : <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (from _____ to _____) <input type="checkbox"/> Relief	
14. Working Hours : _____ Working days per week <input type="checkbox"/> Regular hours : From _____ am/pm * To _____ am/pm* <input type="checkbox"/> Shift work, working hours : _____ , _____ working hours per shift Rest Day : <input type="checkbox"/> Every _____ <input type="checkbox"/> Shift Holiday	
15. Work Place (if different from item 5 above) : If working outside HK is required <input type="checkbox"/> Mainland (District/City _____) <input type="checkbox"/> Other country (Country/City _____) Frequency : <input type="checkbox"/> station <input type="checkbox"/> frequently <input type="checkbox"/> sometimes / occasionally	
16. 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. Other Entry Requirements :	
20. Interview Address (if different from item 5 above) :	
21. Please indicate if the following persons are welcome for the post : <input type="checkbox"/> Elderly <input type="checkbox"/> People with a disability <input type="checkbox"/> New Arrivals <input type="checkbox"/> Trainees of Youth Pre-Employment Training Programme	

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