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| **To : Permanent Secretary for Development (Works) Attn. : TAM(P)** |

**Completed questionnaire together with the Application Form [G.F. 340 (Rev. 7/2023)] should reach the Development Bureau (Works Branch) by the required deadline.**

**Development Bureau (Works Branch)**

**Application for Assistant Support Officer**

**Questionnaire on Relevant Work Experience**

**Section A – Personal Information**

1. Name:
2. Online Application Number (if applicable):
3. Present/last position held by applicant (title and company):

|  |  |
| --- | --- |
| Post Title |  |
| Company |  |

1. Language Proficiency

|  | **Language** | **Fluent** | **Proficient** | **Intermediate** | Beginner |
| --- | --- | --- | --- | --- | --- |
| (a) | Cantonese |  |  |  |  |
| (b) | English |  |  |  |  |
| (c) | Putonghua |  |  |  |  |

**Section B – Experience in the Field of Administration**

1. Post-qualification Work Experience

(Please use one column for each company/record, you may expand the table if necessary.)

|  | **Post-qualification Experience in the Following Areas** | **Name of Company/ Position** | **From**  **(Month/**  **Year)** | **To**  **(Month/**  **Year)** | Total (Year(s) and Month(s)) |
| --- | --- | --- | --- | --- | --- |
| (a) | Clerical |  |  |  |  |
| (b) | Secretarial |  |  |  |  |

**Section C – Details of Experience**

1. Please provide full information (within 200 words) in either English **OR** Chinese, if applicable, regarding your latest clerical/secretarial experience. (Please tick (✓) the appropriate box and provide the information if applicable.)

|  |  |
| --- | --- |
|  | I have clerical/secretarial experience, and the latest details are as follows: |
|  | I do not have clerical/secretarial experience. |

1. Please provide full information, if applicable, regarding your experience in using software applications including MS Word, Excel, PowerPoint, Acrobat Pro, Adobe Creative Suite (e.g. Adobe Illustrator, Adobe Photoshop), Microsoft Window Movie-maker, motion graphics and/or other video editing software. (Please tick (✓) the appropriate box and provide the information if applicable.)

|  |  |
| --- | --- |
|  | I have experience in using software applications, and the details are as follows: |
|  | I do not have experience in using software applications. |

Notes:

1. Please ensure that all sections in the questionnaire are completed and the information is accurate. In case of any discrepancy or inconsistency on the information between Application Form [G.F. 340 (Rev. 7/2023)] and the questionnaire, the information on the Application Form [G.F. 340 (Rev. 7/2023)] shall prevail.
2. Your application will not be considered if you fail to provide all information as requested or it is not clear from your statements that you have met the minimum qualifications or other requirements specified for the job.
3. The personal data provided in this questionnaire will be used for recruitment and other employment-related purposes. Information on an unsuccessful candidate will normally be destroyed 12 months after rejection of the candidate’s application.

\* \* \* \* \*

Name :

Signature :

Date :