

HONG KONG BAPTIST UNIVERSITY
Human Resources Office

HRO/APT/F119

Application for Staff Card (part-time staff)

職員証申請表（兼任教職員）

Only some part-time staff would wish to receive a staff card which has to be returned on completion of contract regardless of contract duration. To avoid wastage, the Human Resources Office will issue staff cards only to those part-time staff with contract period of 3 months and above duration and on application. A staff card enables you the access and usage of facilities in the University, including the Library, Sports Centres, and office area of your affiliated department/office. And, it is a proof of your identity on campus. If you wish to apply for the Card, please read the following undertaking, sign and return this form with your photo (*posted in the box at this form*) to the Human Resources Office of the University at your early convenience. We will inform you of the collection once the Card is ready. The information contained here will be filed in your personal file throughout the entire period of your appointment.

只有部份兼任教職員會領用職員証。領用職員証者，合約期不論長短，須於完成合約時交還該証。為免浪費資源，人力資源處為任期三個月或以上，並已申請該証的兼任教職員簽發職員証。教職員憑証可進出並使用大學設施：如圖書館、運動場館及所屬辦公室等。職員証亦為校園內的身份證明文件。欲申請職員証者，請填妥及簽署下列同意書，並附上近照（貼於空格內）儘早交回大學人力資源處辦理。職員証辦妥後，將個別通知領取。此表格內的資料會在你受聘期間，存於你的個人檔案內。

~~~~~  
*I wish to apply for a Staff Card. I understand that this Card is the property of the University, and I will report immediately to the Human Resources Office of the University if it is lost. On cessation of employment, I agree to return the Card to the University. In case of loss or inability to return the Card on cessation of employment, I agree to pay an administration fee at the prevailing rate as approved by the University.*

本人現申請職員証，並明白職員証乃大學所擁有。若有遺失，必立即通知大學人力資源處。本人同意於離職時交還職員証。若有遺失補領，或於離職時未能交還該証，本人同意遵照大學所訂的金額，繳付有關行政費用。

Signature 簽署: \_\_\_\_\_ Date 日期: \_\_\_\_\_

Staff ID Number 職員編號: \_\_\_\_\_

Full Name 姓名: \_\_\_\_\_ (English) \_\_\_\_\_ (中文)

