

商業文憑課程 Diploma in Business

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| For Office Use Only | |
| Admission to: | |
| Application No. | |

入學申請表 APPLICATION FOR ADMISSION

1. 個人資料 PERSONAL DETAILS

稱謂 Title: 先生 Mr 女士 Mrs 小姐 Miss

姓名 Name: 姓 (Surname) _____ 名 (Other Names) _____ (中文 Chinese)

男性 Male 女性 Female

出生日期 Date of Birth: _____ 年 Y/ _____ 月 M/ _____ 日 D _____ 年齡 Age: _____

香港身份證 HK Identity Card: _____ 出生地點 Country of Birth: _____

通訊地址 Correspondence Address (中文) (Chinese): _____
(英文) (English): _____

住址 Home Address: _____

辦公室地址 Office Address: _____

電話 (住所) (辦公室) (手提)
Phone (Home) _____ (Office) _____ (Mobile) _____

電郵地址 Email Address: _____

2. 教育背景 EDUCATION BACKGROUND

如所預留位置不夠填寫，可以附頁形式另行填報。

請呈交已完成或正在修讀的課程資料及學歷證明，包括證書和成績表。

If there is insufficient space, please give details on a separate sheet and attach it to this application form.

Please submit 2 sets of copies of the certificates and academic transcript(s) of the courses you have completed or are currently enrolled.

學歷 (由最近年份開始填寫)

ACADEMIC QUALIFICATIONS (start with the latest and work backwards)

| 頒授機構 Awarding Institution | 學歷 Title of Qualification | 修讀期間 (由 至) Period of Study (from to) | 完成 / 未完成 Completed (Yes/No) |
|------------------------------|------------------------------|---|--------------------------------|
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3. 工作經驗 WORK HISTORY (由目前職位開始填寫 start with present position and work backwards)

請列出過去相關的工作履歷：
如所預留空位不夠填寫，可以附頁形式另行填報。
List all relevant work experience:

If there is insufficient space, please give details on a separate sheet and attach it to this application form.

| 僱主姓名 Name of Employer | 職位 Job Title | 職責 Duties and Responsibilities | 受僱日期 (由 至) Dates of Employment (from to) (mm/yy - mm/yy) |
|--------------------------|-----------------|-----------------------------------|--|
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4. 其他 OTHERS

4.1 從哪裡最先知道此課程：

Where did you FIRST learn about this Programme?

- HKMA 電子郵件 郵寄章程 報章 / 雜誌廣告 (請註明):
 HKMA Email Mail Newspaper/Magazine (please specify): _____
 其他網址郵件 (請註明): 網頁廣告 (請註明):
 Email Promotion from other websites (please specify): _____ Online Advertisement (please specify): _____
 搜索引擎 (請註明): 社交媒體 (請註明):
 Search Engine (please specify): _____ Social Media (please specify): _____
 HKMA 網頁 (從哪裡最先知道此課程)
 HKMA Website (Where did you find this information): _____
 地鐵站陳列 (請註明) 展覽陳列: 求職廣場職業及教育博覽 (EJEX) 其他 (請註明)
 MTR Station (please specify): _____ Exhibitor: Jobmarket Career & Education (EJEX) Others (please specify): _____

4.2 有沒有參加課程介紹講座？

Have you attended the Information Session? 有 沒有

Yes No

4.3 那項是對您選擇修讀課程具最大影響力？

Which factors most affected your decision to apply for this course?

- 推薦 地點 課程 價錢 其他
 Recommendation Location Course Price Others _____

個人資料收集聲明 Personal Data Collection Statement

- 本會收集及保存個人資料的目的及用途為處理課程報名的申請、安排入讀事宜、學生及本會會員事務、課程研究及統計事宜。
The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student and member administration, course research and statistical matters.
- 此報名表內所提供的個人資料將供本會職員向申請人進行直接促銷活動，包括優惠、培訓及教育課程、獎項及比賽、會員、舊生會、推廣及其他服務及活動。
The personal data provided in this form will be used by the Association for direct marketing, including special offers, training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.
- 申請人如欲查閱及 / 或更改個人資料，請向本會提交書面申請。
Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

如不欲接收此聲明第二項所述之本會資訊，請於空格內填上 √ 號，或隨時向本會提交書面申請。If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box. You may at any time send your written requests to the Association.

申請人聲明 Applicant's Declaration

- 本人謹此聲明在此報名表格及附件中填報的資料，根據本人所知，均屬真實無訛，並授權香港管理專業協會向有關機構索取有關本人之考試及就讀資料 (如需要)。
I declare that the information provided in this form and the attached documents is correct and complete. I authorize the Association to obtain information about my public examination results and records of studies from concerned institutions (if necessary).
- 本人明白在此報名表格及附件中填報的資料將用於入學評估的過程，亦明白任何虛假陳述、遺漏或誤導性的資料可能令本人申請及就讀有關課程及被錄取的資格被取消。
I understand that the information provided in this form and the attached documents will be used in the admission assessment process and that any misrepresentation, omission or misleading information given may disqualify my application for admission and enrolment in the programme.
- 本人已細閱、明白並同意「個人資料收集聲明」的內容。
I have noted, understood and agreed to the contents of the Personal Data Collection Statement.

注意事項 Notes

- 本人確知課堂上派發之講義僅供本人修習之用。
I understand that all handout materials obtained in class are strictly for my own educational purposes.
- 本人已明白列於報名表格中的所有「報名須知」。
I have understood all the "Notes for Application" listed in Application Form.

簽署 Signature _____ 日期 Date _____

Please note:

- 本會保留取消課程及 / 或更改課程導師、內容、日期、時間、地點及其他細節的一切權利而不作另行通告。
The Association reserves the right to cancel a programme and/or make alterations in relation to its lecturers, contents, dates, time, venue and other particulars without prior notice.
- 個別僱主可酌情決定是否承認本課程可令學員獲取的任何資格。
It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

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| <p>注意 PLEASE NOTE</p> <p>資料不全的申請 將令手續延誤</p> <p>An incomplete application will delay processing</p> |
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