

酒店及旅遊學院、中華廚藝學院、國際廚藝學院「畢業生就業計劃」
HTI 、CCI、ICI Graduate Employment Scheme

本計劃旨在進一步發展畢業生之工作技能及專門知識，以增加就業能力及支援學院之運作及訓練活動。畢業生需於學院之訓練酒店/訓練餐廳/訓練水療中心/訓練廚房進行實習。

The aim of the Scheme is to further develop graduates' job skills and professional expertise so as to enhance their employability on the one hand, and to support the operation and training activities of the Institute on the other. Graduates may be required to perform duties at the Training Hotel, Training Restaurants, Training Spa and Training Kitchens depending on the streams.

職位名稱 Post Title : 客務助理 / Guest Service Assistant

合約期： 一年
Contract Period : 1 Year

申請資格： 1. 須為過去 12 個月內學院之畢業生
Qualification : Graduates graduating within the last 12 months.
2. 於課程主要單元評核中取得合格成績，當中包括客務部單元。
Passed the assessment in all core modules in the training course including Front Office module.

工作時間： 每週 44 小時、星期一至日及需輪班輪休。
Working Hours : 44 hours per week, Monday to Sunday and shift work.

薪金及工作內容： \$18,680
Salary :

申請辦法： 填妥申請表格(Appendix I)，連同相關學歷副本及文件郵寄或親身交回學院。
Application : Fill in the Application Form (Appendix I). The completed application
Method together with a copy of the academic qualifications as well as any other supporting documents related to the application should be submitted to institute by mail or in person.

截止日期： 2025 年 5 月 30 日
Deadline : 30 May 2025

Graduate Employment Scheme

**Part A: To be Completed by Applicant 由申請人填寫**

Applicant No. 申請人編號

(For office use only) 只供本局填寫

Name in English (Surname first) 英文姓名（姓氏先行）：		Name in Chinese 中文姓名：		(For office use only) (只供本局使用) HKID/Passport No. and photo checked in order Initial : Post : Name :
* H.K.I.D. Card/Passport No. * 香港身份證 / 護照號碼：		Passport Issuing Authority 護照簽發機關：		
Are you legally employable in Hong Kong? 你是否可以在香港合法受僱？ * Yes 是 / No 否				
Residential Address 住址				
Contact Tel. No. 聯絡電話號碼：		E-mail Address: 圖文傳真：電郵地址：		

Course Title in Full: 課程名稱：	Course Code: 課程編號：	Date of Award: 頒授日期：
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Date (month/year) 日期 (月份/年份)		Name of Organization & Nature of Business 機構名稱及業務性質	Full or Part Time 全職或兼職	Position Held 職位	(For official use only) (只供本局填寫)
From 由	To 至				

請提供其他對申請此見習生職位有關的資料，包括但不限於成就或獲頒獎項。

[illegible]

4.2 Please write up a paragraph in not more than 100 words starting the reason for applying the post of Graduate Trainee
請用不多於 100 字，列出申請此見習生職位的原因。

(V) IMPORTANT NOTES 重要資料

Appointee may be required to perform duties outside normal office hours and / or work on shift duty.
獲取錄申請人可能需要在正常辦公時間外及／或輪班工作。

(VI) DECLARATION 聲明書

I understand that if I wilfully give any false information or withhold any material information, my application will not be further processed or I shall render myself liable to dismissal if I am appointed to the service of the Vocational Training Council.
我明白如故意虛報或隱瞞重要資料，貴局將不會處理這申請。即使獲貴局錄用，本人亦有可能被解僱。
I understand and accept that the information given above will be provided to organizations authorized to process the information for appointment (e.g. qualification and health assessment and integrity checking).
我明白並同意上述資料會送交已授權機構以便進行招聘工作（例如查核資歷、健康情況及品行等）。

Signature of Applicant 申請人簽署

Date 日期

FOR OFFICE USE ONLY

Part B: Vetting Result (to be completed by Section Head):

The applicant *can / cannot meet the selection criteria due to the following reasons:

Signature:

Name

Position:

Date: