

香港中文大學聯合書院
United College, The Chinese University of Hong Kong
教職員宿舍申請表 Application for UC Staff Residence

申請人須知
IMPORTANT NOTES

1. 申請人必須為隸屬聯合書院之全職大學僱員。Applicant must be full-time University staff affiliated with United College.
2. 宿舍單位只供已婚僱員申請。Only married staff may apply for a flat.
3. 申請人須聲明本身不具申領大學房屋津貼之資格及；其本人及配偶並未於 2003 年 7 月 1 日前受僱於任何公營機構，並接受香港政府提供之房屋津貼。Applicant must prove that he/she is not entitled to University housing subsidy and that his/her spouse was not employed by any publicly-funded institution before 1 July 2003 and is not receiving housing subsidy of any kind from the HKSAR government.
4. 申請人若以職務理由申請入住宿舍，則此申請書必須獲有關部門主管推薦及加簽（見申請表第 13 項）。For applications on grounds of operational needs, applicants must seek the support and endorsement of their unit heads on the applications (See Item 13 of the application form).
5. 申請人提供的個人資料僅供此項申請使用，申請程序完成後資料將會被銷毀。倘申請人成功獲得編配住宿單位，聯合書院則有權在申請程序完成後仍保留其個人資料至不再需用為止。Personal information provided will only be used for this particular application and will be destroyed afterwards. However, United College reserves the right to keep the personal information of successful applicants as long as necessary.
6. 在本表格上報的個人資料屬自願性質。若閣下未有提供足夠資料，我們可能無法處理閣下的申請。The provision of personal data on this form is voluntary. However, if insufficient information is provided, we may not be able to process your application.
7. 倘申請人成功獲得編配入住宿舍，首次租期為一年。期滿後可申請續約兩年，惟批准與否由聯合書院教職員宿舍管理委員會全權決定。Successful applicant will be offered an initial licence of one year, after which applicant may apply for renewal for a further term of two years. However, such renewal is by no means automatic and is solely at the discretion of the Staff Housing Committee.

申請詳情 Application Details

*請刪去不適用者 Please delete the inappropriate

1. 申請人姓名：
Name of Applicant: _____
2. *性別：
*Sex: 男 / 女
Male / Female
3. 部門：
Department: _____
4. 職位：
Position: _____
5. 電郵：
Email: _____
6. 加入聯合書院年份：
Year of Joining United
College: _____

7. 家庭狀況 Family Particulars:

(若獲編配單位，所有以下人士必須與申請人經常於宿舍共住 If the application is successful, the persons included below must reside regularly with the applicant in the flat allocated.)

姓名 Name	與申請人關係 Relationship with Applicant	年齡 Age	性別 Sex
	配偶 Spouse		

8. *配偶是否在職：
*Spouse's Employment Status: 是 / 否
Employed / Unemployed

9. *配偶是否於 2003 年 7 月 1 日前受僱於任何公營機構，並接受香港政府提供之房屋津貼：
*Whether spouse was employed by any publicly-funded institution before 1 July 2003 and is receiving housing subsidy from the HKSAR government: 是 / 否
Yes / No

10. 申請人現時居住情況 Present Accommodation:

- a. 居所面積
Size: _____ 平方尺
Ft²
- b. 共住上址之親屬人數：
Number of Family Members living at the above Address: _____
- c. 居所類型 / Type of Accommodation:
- (i) 無按自置物業 Own Property
 - (ii) 有按揭自置物業 Mortgaged Property
 - (iii) 租賃物業 Rented Accommodation
 - (iv) 公共房屋 Public Housing
 - (vii) 其他，請說明 Others, please specify: _____

11. 申請人如有任何入住宿舍之特殊理由，請詳細說明以供考慮。(例如：職務需要)
Please state below further justification, if any, to support your application. (e.g. Job duties)

12. Referee 推薦人 (可選擇填寫 Optional)

- a. 推薦人姓名:
Name of Referee: _____
- b. 聯絡電話:
Contact number: _____
- c. 職位:
Post: _____
- d. 部門:
Department: _____
- e. 推薦原因:
Details of recommendation : _____
-

推薦人簽署:
Signature of Referee: _____

日期:
Date: _____

申請人簽署
Signature of Applicant: _____

日期
Date: _____

SUPPLEMENTARY INFORMATION ON STAFF CONTRIBUTION TO THE COLLEGE

附加資料 — 教職員對書院貢獻

United College has been offering various schemes to encourage its staff members on academic pursuit, research, publication and interaction with students. With the increasing demand for such schemes in recent years, the Assembly of Fellow has, at its 100th meeting held on 6 June 2008, agreed that College contribution of the applicants be one of the selection criteria in considering applications for various staff schemes.

聯合書院一向為教職員提供不同的資助計劃，以鼓勵教職員在學術、研究、出版及與學生工作方面努力。隨著有關資助的需求日漸增加，院務委員會於 2008 年 6 月 6 日第一百次會議上決定教職員對書院之貢獻將成為考慮各資助計劃批款條件之一。

College Contribution / Involvement

對書院之貢獻及參與

To support your application, please kindly tick the following box(es) if appropriate:

為支持閣下申請，請在以下適當位置填上 ✓ 號。

<input type="checkbox"/>	Dean of Students 輔導長	Year 年資: _____
<input type="checkbox"/>	Dean of General Education 通識教育主任	Year 年資: _____
<input type="checkbox"/>	Fellow 院務委員	Year 年資: _____
<input type="checkbox"/>	Chairperson of College Committee / Task Force with Terms	書院各委員會 / 小組主席及任期
<hr/>		
<input type="checkbox"/>	Member of College Committee / Task Force / Selection Panel with Dates	書院各委員會 / 小組 / 評審小組成員及任期
<hr/>		
<input type="checkbox"/>	Teacher of GEUC Course 擔任書院通識教育課程的導師	
	Course Code 課程編號: GEUC _____	Year 年資: _____
<input type="checkbox"/>	Warden of Hostel / Non-residential Hall / Debate Team Warden	宿舍 / 走讀生舍堂堂監 / 辯論隊隊監
<hr/>		
<input type="checkbox"/>	Leader of Study Tours 交流團領隊	_____
<input type="checkbox"/>	College Co-ordinator 書院院系聯絡人	Year 年資: _____
<input type="checkbox"/>	Assistance to Language Table / Toastmaster Club / Others with Dates	協助書院語文桌 / 國際演講會 / 其他及日期
<hr/>		
<input type="checkbox"/>	Attendance in College Activities with Dates	出席書院活動及日期
<hr/>		
<input type="checkbox"/>	Anticipated Contribution to United College (for newly admitted College members - three years or below)	
	期望對聯合書院的貢獻 (供加入大學三年或以下的新成員填寫)	
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Applicant's Signature 申請人簽署

Date 日期

Name 姓名:

The above information collected would be one of the selection criteria in your application, although the College contribution would not be quantified and no merit system would be derived from the information. Thank you very much.

以上資料只作閣下申請的其中一個考慮因素，書院不會採用計分制及量化書院之貢獻。謝謝!