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| **香港特別行政區政府** The Government of the Hong Kong Special Administrative Region | Ref. No.:  Date of Receipt:  **(for official use)** |

**Testing and Certification Sector Job Creation Scheme (TCJS)**

**Application Form**

Please submit your application with the supporting documents:

1. by email to [**tcjs@itc.gov.hk**](mailto:tcjs@itc.gov.hk), or
2. by post to

**Secretariat, Hong Kong Council for Testing and Certification**

**Units 801-04, 8/F, The Hub**

**23 Yip Kan Street**

**Wong Chuk Hang, Hong Kong**.

Enquiry Tel: 2127 4864

***NOTES:***

1. *In submitting your application, please read the application guide and ensure that your application complies with the requirements.*
2. *If there is any subsequent change of information provided in this application form, such as termination of the employment concerned, Innovation and Technology Commission (ITC) should be informed immediately.*
3. **Applicant Employer**

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| --- | --- | --- | --- | --- | --- |
| Name of Organisation: | (English) | | | | |
|  | (Chinese) | | | | |
| Business Registration Certificate No.  (first 8 digits) | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | | | | | |
| Address: |  | | | | |
| Contact Person: | Name: |  | Position: |  | |
|  | Tel. No.: |  | Email: |  | |
| Accreditation Status: | Hong Kong Laboratory Accreditation Scheme (HOKLAS)  Hong Kong Certification Body Accreditation Scheme (HKCAS)  Hong Kong Inspection Body Accreditation Scheme (HKIAS) | | | | Registration Number:   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |
| Payment Information | | | | | | |
| Account Holder Name |  | | | | | |
| Bank Name: |  | | | | | |
| Bank Account No.: | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | |
| Bank No. Branch No. Account No. | | | | | |

1. **Applicant Employee and Job Details**

(for application of multiple positions, please use the Supplementary Sheet as needed)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Candidate | | | | | | | | |
| Name of Employee: | (English) | | | | | | | |
| Surname Other names | | | | | | | |
| (Chinese) | | | | | | | |
| HKID No.: | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | (  ) |  | | | | | | | | |
| Highest Eligible Academic Attainment Note 1: | Institution /  Authority | | Programme Attended /  Qualification Obtained | | | | | Year Obtained |
|  | |  | | | | |  |
| Major / Discipline | | | | | | | |
| Testing & Certification | | Science | | Applied Science | | Engineering | |
| Others (please specify): | | | | | | | |
| Job Position | | | | | | | | |
| Post Title: |  | | | | | | | |
| Job Nature Note 2: | Testing | Calibration | | Inspection | | Certification | | |
| Others (please specify): | | | | | | | |
| Job Type Note 3: | Full time  Part time | | | | | | | |
| Major Job Duties Note 4: |  | | | | | | | |
| Monthly Salary Note 5: | HK$ | | | | | | | |
| Employment Period (dd/mm/yyyy) Note 6: | From / / to / / | | | | | | | |

Note 1: Please only fill in the highest academic qualification which meets the requirement of the scheme, i.e. in the discipline of T&C, science, applied science, engineering, or other relevant areas.

Note 2: Job positions with major duties relating to administration, sales, marketing, accounting, human resources, and other supporting functions will not be accepted.

Note 3: Job positions on a part-time basis will not be accepted.

Note 4: The major duties must be relating to carrying out testing, calibration, inspection, certification services or related professional services.

Note 5: Exclusive of MPF contribution and other fringe benefits to the employee.

Note 6: The employment must commence between 1 April 2022 and 1 July 2023 with a duration of at least 12 months. If the employment contract did not specify the employment end date, please only fill in the start date.

1. **Supporting Documents** Note 7

Before the submission, an Applicant Employer must ensure that ALL the required documents listed below are included in the application:

|  |  |
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| 1. Duly completed Application Form |  |
| 1. Copy of Business Registration Certificate |  |
| 1. Copy of HKID card of the employee(s) |  |
| 1. Proof of the highest eligible academic attainment as prescribed in Part II (e.g. official graduation certificate or academic transcript, etc.) |  |
| 1. Proof of employment (e.g. appointment letter or employment contract, etc.) Note 8 |  |

Note 7: ITC may request additional supporting documents for vetting purpose.

Note 8: If the recruitment is in process, please leave the tick box blank and supplement the proof of employment after the application is approved. Please see paragraph 5.2 of the Application Guide for details.

1. **Declaration**

I declare/certify that:

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| --- | --- |
| 1. I am authorised by the Applicant Employer to complete this Application Form and make such declaration. |  |
| 1. I have read, understood, accepted and agreed to be bound by all the terms and conditions set out in the Application Guide and this form, and related policies and rules. |  |
| 1. The job position(s) concerned is a newly created position and has no former employee. |  |
| 1. The Applicant Employee(s) is recruited through a fair and transparent local recruitment exercise. |  |
| 1. The Applicant Employee(s) is not an employee of the Applicant Employer within the 12 months preceding this present employment. |  |
| 1. I understand and agree that in case ITC finds or suspects that the Applicant Employer has breached or is likely to have breached any terms and conditions of the Application Guide and/or this form and/or any other policies or rules relating to TCJS as may be imposed by ITC from time to time, the Applicant Employer shall return to the HKSAR Government all the disbursed subsidy as required, and ITC shall have the right to take any actions it deems appropriate, including but not limited to refusal to make further disbursement of the subsidy to the Applicant Employer or recovering any disbursed subsidy already made to the Applicant Employer. |  |
| 1. The salary of the applicant employee(s) in this Application Form has not been and will not be funded by any other funding scheme whether provided by the HKSAR Government or otherwise. |  |
| 1. All the information and documents provided in this Application Form is true, accurate and complete. |  |

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|  |
| (Authorised Signature with Organisation’s Stamp) |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  |  | Position: |  |  | Date: | / / |