

香港文化博物館導賞員招募及培訓計劃 2024  
Hong Kong Heritage Museum  
Docent Recruitment and Training Programme 2024

截止報名日期 Application Deadline: 2024.07.02 (星期二 Tue)

報名表格 Application Form

請以**正楷**填寫 Please complete in **BLOCK letters**

姓名 (須與香港身份證一致) Name (as appeared on HKID card):

(中文 Chinese) \_\_\_\_\_  先生  女士  小姐  
(英文 English) \_\_\_\_\_  Mr  Mrs  Miss

(申請者須年滿18歲或以上的香港永久性居民) Person aged 18 or above being a Hong Kong permanent resident is eligible to apply.

出生日期 Date of Birth

(DD/MM/YY): \_\_\_\_\_

通訊地址 Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

電郵地址 Email Address: \_\_\_\_\_

(以通知面試及日後培訓考核之用 For receiving notices of interview, training and assessment)

聯絡電話 Contact Numbers: \_\_\_\_\_ (手提 Mobile) \_\_\_\_\_ (住宅 Residential)

職業 Occupation: \_\_\_\_\_

任職機構 Name of Organisation/退休前任職機構

Name of Last Serving Organisation(s): \_\_\_\_\_  
\_\_\_\_\_

如適用，請列明 Please indicate if applicable.

( 現職公務員 Serving Civil Servant  退休公務員 Retired Civil Servant)

(現職公務員導賞員酬金將會轉帳至公務員薪酬帳號，酬金將會一併計算薪俸稅。

Docent honorarium for serving civil servant will be transferred to the civil servant payroll account and will be included in salaries tax calculations.)

學歷 Education: \_\_\_\_\_

(請附上學歷證明 Please provide copies of documentary proofs, i.e. transcripts, certificates and diplomas)

語文能力 Language Proficiency: \_\_\_\_\_

(請參閱《報名須知》(四)中的第5點 Please refer to point 5 of part 4 in "Notes on Application")

可提供導賞服務的語言 Language(s) of Providing Docent Service:

粵語 Cantonese  英語 English  普通話 Putonghua  手語 Sign Language

其他 Others (請註明 Please Specify: ) \_\_\_\_\_

通達導賞/特殊教育教學經驗 Experience in Conducting Accessible Tours / Handling Individuals with Special Educational Needs :

有 Yes (請於「其他專長、經驗及技能」一欄註明 Please specify in "Additional Skills, Specialty or Experience")

沒有 No

**相關經驗**（例如教學、導賞服務、通達導賞、帶領教育活動、服務傷殘人士的經驗等，請說明曾提供服務的年份/日期，機構及活動詳情）

**Relevant Experience** (e.g. teaching, docent services, conducting accessible tours, delivering educational activities, handling people with disabilities; please specify the serving date/year, organisations and any further details of the activities)

---

---

---

---

---

---

---

---

**其他專長、經驗及技能 Additional Skills, Specialties or Experience**

---

---

---

---

---

---

---

---

**詳述申請原因及抱負（100-200 字） Elaboration of Reason(s) for Application and Aspiration (100-200 words)**

---

---

---

---

---

---

---

---

## 出席遴選面試及提供導賞服務的意願 Preference for Attending Selection Interview and Providing Docent Service

可出席遴選面試的日子 Availability to attend selection interview

(請在適當空格填上“✓”號，可選擇多於一項Please tick as appropriate. You may choose more than one.)

平日 Weekdays  週末 Weekends

本人有興趣為下列展覽提供導賞服務：

I am interested in providing guided tour services for the following exhibitions :

### 展覽 Exhibitions:

(請於適當的方格內填“✓”，必須選擇最少兩項 Please select at least two by putting “✓” in the appropriate boxes)

金庸館 Jin Yong Gallery		趙少昂藝術館 Chao Shao-an Gallery	
兒童探知館及香江童玩 Children's Discovery Gallery and Hong Kong Toys Story		徐展堂中國藝術館 T. T. Tsui Gallery of Chinese Art	
粵劇文物館 Cantonese Opera Heritage Hall		睇潮香港60+ Hong Kong Pop 60+	
平凡•不平凡 — 李小龍 A Man Beyond the Ordinary: Bruce Lee			

可提供導賞服務的時段 Availability to provide docent services

(請在適當空格填上✓號，可選擇多於一項Please tick as appropriate. You may choose more than one time slot.)

	星期一 Mon	星期二 Tue	星期三 Wed	星期四 Thu	星期五 Fri	星期六 Sat	星期日 Sun	公眾假期 Public Holidays
上午AM 10:00 am – 1:00 pm								
下午PM 2:00 pm – 5:00 pm								

香港文化博物館於星期二休館（公眾假期除外），一般不設公眾/團體參觀及導賞服務。惟館方因應情況會安排導賞員於休館日協助接待嘉賓導賞團。

The Hong Kong Heritage Museum is closed on Tuesdays (except public holidays) when guided tours services are generally not available. Nonetheless, serving on Tuesdays may occasionally be required for conducting guided tours for special guests.

### 聲明 Declaration

本人\_\_\_\_\_已閱畢及同意香港文化博物館導賞員招募及訓練計劃2024的內容及細則。

I \_\_\_\_\_ understand and comply with the conditions and requirements stipulated in the Hong Kong Heritage Museum Docent Recruitment and Training Programme 2024.

申請人簽署 Signature of Applicant: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

## **注意事項 Points to note**

1. 申請人在填寫報名表格前，請先細閱《報名須知》。  
Please read the “Notes on Application” before completing this application form.
2. 導賞員並不受僱於香港特別行政區政府康樂及文化事務署或香港文化博物館。  
Docents are not employed by the Leisure and Cultural Services Department of the Hong Kong SAR Government or the Hong Kong Heritage Museum.
3. 請把填妥的報名表格，連同學歷證明/或資歷證明，於截止報名日期前以**郵寄或電郵**方式遞交。
  - a. 郵寄至**香港新界沙田文林路1號香港文化博物館4樓 401室 教育及推廣組**  
(信封面請註明「香港文化博物館導賞員招募及訓練計劃 2024」)
  - b. 電郵至 **hkhm\_docent@lcsd.gov.hk**  
(標題「香港文化博物館導賞員招募及訓練計劃 2024—參加者姓名」)Please submit your completed application form with proof of academic qualifications and/or credentials by **post or email** before the deadline.
  - a. By post to the **Education and Extension Service Unit, Room 401, 4/F, Hong Kong Heritage Museum, 1 Man Lam Road, Sha Tin**  
(Please clearly marked on the envelope “Hong Kong Heritage Museum Docent Recruitment and Training Programme 2024”)
  - b. By email to **hkhm\_docent@lcsd.gov.hk**  
(With the title “Hong Kong Heritage Museum Docent Recruitment and Training Programme 2024 — with your full name”)
4. 申請日期以信封上郵戳日期及本館電郵系統為準。  
The postmark date on the envelope and the date of receipt of Hong Kong Heritage Museum’s email system shall be deemed the date of application.
5. 成功報名之申請者將接獲電郵確認通知，合資格的申請者稍後將獲邀參加遴選面試。未獲邀者可視為已落選，館方將不另作通知。  
Successful applicants will be notified by email and qualified applicants will be invited to attend an interview later. Applicants who do not receive an interview invitation will be considered as unsuccessful.
6. 通過面試的申請者，須出席所有的培訓課程。  
Applicants who pass the interview will be required to attend all training sessions.
7. 透過本表格所提供的個人資料將會用作導賞員招募、培訓及向獲取錄的導賞員提供本館資訊，並會送交獲授權處理有關資料的政府部門進行支付導賞員酬金之用（如獲取錄為導賞員後），並會存檔於本館作紀錄。根據《個人資料（私隱）條例》第18及22條及附表1內第6項原則規定，申請人有權要求查閱及改正本表格所載的個人資料；如欲查閱及/或更正，請於辦公時間（星期一至星期五，9:30 am - 12:45 pm & 2:00 pm - 5:30 pm）內致電2180 8180與本館職員聯絡。  
The personal data you provided by means of this form will be used by the Hong Kong Heritage Museum for the purposes of processing your application, arranging training, providing docent with museum information/news and providing to government departments authorized to process the information for purposes relating to settling honorarium for docent (if accepted as museum docent) and will be kept in the museum for record purpose. You have the right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. For enquiry and/or corrections, please call us at 2180 8180 during office hours (Mondays to Fridays, 9:30 am - 12:45 pm & 2:00 pm - 5:30 pm).
8. 不獲取錄的申請人資料將於整個招募活動結束後12個月內銷毀。  
The personal data of unsuccessful applicants will be destroyed in 12 months upon completion of recruitment exercise.