

截止日期 Closing date for nomination :

15/9/2017 (Fri)

香港社企優秀員工嘉許計劃 2017

Hong Kong Social Enterprise Outstanding Employee Recognition Scheme 2017

提名表格 Nomination Form

員工為社企長遠發展的寶貴資產，社企總會自 2014 年起主辦香港社企優秀員工嘉許計劃，藉以表揚員工的優秀表現及肯定他們對社企的貢獻，被提名之員工將被邀出席典禮接受嘉許證書。

Employees are the most valuable asset for SE's long-term development. To recognize the contributions of employee and to show appreciation, HKGCSE organizes the Outstanding Employee Recognition Scheme since 2014. Nominees will be invited to attend the presentation ceremony.

被提名資格 Nomination Criteria :

- 1) 需於該社企工作滿 1 年或以上
Serving the SE for 1 or more year(s)
- 2) 未曾獲提名香港社企優秀員工嘉許計劃
Had not been nominated in Outstanding Employee Recognition Scheme

注意事項 Important Notes :

- 1) 每個社企項目只限提名一位員工參與本計劃。Each SE project is allowed to nominate 1 employee.
- 2) *請以正楷填寫被提名人的中英文姓名及所屬社企計劃的中英文名稱。有關資料將作印製證書之用。
Please fill in the name of the nominee and the SE project in BLOCK LETTERS. Information will be printed on the certificate.
- 3) 請✓選適用之項目。Please tick the appropriate box (es).

第一部份 Part 1: 被提名人資料 Particulars of Nominee

尊稱 Title: <input type="checkbox"/> 先生 Mr / <input type="checkbox"/> 女士 Madam	
中文姓名 Chinese Name* :	英文姓名 English Name* :
社企計劃名稱(中文) Name of SE Project (Chinese)*:	
社企計劃名稱(英文) Name of SE Project (English)*:	
職位 Position:	電話 Tel.:
於上述社企工作年期 Service Year in above SE Project :	
曾被提名參與香港社企優秀員工嘉許計劃 Being nominated in Hong Kong Social Enterprise Outstanding Employee Recognition Project	是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/> <input type="checkbox"/> 2013 <input type="checkbox"/> 2014 <input type="checkbox"/> 2015
過去兩年曾於其他本地或海外嘉許計劃/比賽中獲獎 Being nominated in other recognition scheme or competition in Hong Kong or overseas 如是，請註明 If yes, please specific : _____	是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/> <input type="checkbox"/> 2015 <input type="checkbox"/> 2016
<u>願意</u> 接受傳媒訪問及/或參與宣傳活動 <u>Willing</u> to be interviewed by press and/or participate in promotional activities	是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>
<u>願意</u> 出席香港社企優秀員工嘉許典禮 (日期及時間: 24/10/2017(二)下午 2:30 分) <u>Willing</u> to attend the recognition ceremony (Date & Time : 24/10/2017 (Tue) 2:30pm)	是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>

第二部份 Part 2: 被提名人簡介及提名原因 Introduction of the nominee and justification

請以 150-200 字描述(中或英文皆可) Please provide 150-200 words description (Either Chinese or English)

第三部份 Part 3: 提名人資料 Particulars of Nominator

尊稱 Title: 先生 Mr / 女士 Madam

中文姓名 Chinese Name:

英文姓名 English Name:

機構名稱 (中文) Name of Organization (Chinese):

機構名稱 (英文) Name of Organization (English):

職位 Position:

電郵 Email:

電話 Tel.:

傳真 Fax:

通訊地址 Mailing Address:

願意接受傳媒訪問及/或參與宣傳活動

Willing to be interviewed by press and/or participate in promotional activities

是 Yes

否 No

第四部份 Part 4: 收集個人資料聲明 Personal Information Collection Statement

感謝閣下自願地提供個人資料。香港社會企業總會支持並遵守認可的個人資料私隱保安及保密標準，以符合《個人資料(私穩)條例》的規定。

Thank you for voluntarily providing personal information to us. HKGCSE fully supports and observes recognized standards of protection in the security and confidentiality of personal data, as stipulated in the requirements of the Personal Data (Privacy) Ordinance.

我們持有的個人資料將用於：

Personal data held by us will be used:

1. 提供我們最新消息、活動及發展動向
Update with news and events and the latest developments about HKGCSE
2. 處理查詢、意見回饋及/或處理活動、服務及/或設備租用之申請
Handling enquiries and feedbacks or processing applications or requests for services, activities and facilities
3. 進行內部統計研究及分析
Conducting internal statistical research and analysis

根據《私隱條例》，任何人士均有權要求查閱及改正由我們就該人士持有的個人資料。倘閣下有意查閱或改正閣下由我們持有的個人資料，請以書面方式將有關要求送交下述地址：香港九龍觀塘鴻圖道 16 號志成工業大廈 12 樓 1205 室

Under the Personal Data (Privacy) Ordinance, any individual has the right to request access to and correction of his or her personal data held by us. If you wish to access or correct your personal data held by us, please send your written request to: Rm1205, 12/F, Houtex Industrial Building, 16 Hung To Road, Kwun Tong, Kowloon, H.K.

第五部份 Part 5：提名人簽署及蓋章 Signature and Chop of the Nominator

提名人簽署 Signature of Nominator	蓋章 Company Chop
日期 Date	

聯絡資料 Contact Information

香港社會企業總會 | Hong Kong General Chamber of Social Enterprises Ltd

☎: (852) 3616 6951 | ☎: (852) 3565 4753 | URL: www.Se chamber.hk

📍: 香港九龍觀塘鴻圖道 16 號志成工業大廈 12 樓 1205 室

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