

**Application Form for
Professional Mediation Training Course
專業調解培訓課程報名表**

Personal Particulars 個人資料

Kindly fill in the application form clearly in English BLOCK Letters.

請以英文正楷填寫報名表格。*請刪除不適用項目

Name in Chinese 中文姓名		Name in English 英文姓名		Mr / Mrs / Ms* 先生/太太/女士*
HKID Card / Passport No.* 香港身份證 / 護照號碼*		Gender M / F* 性別 男/女*	Date of Birth (dd/mm/yyyy) 出生日期 (日/月/年)	
Correspondence Address 通訊地址				
Contact Phone No. 聯絡電話		Mobile Phone No. 手提電話		
Email 電郵				

Qualifications & Work Experience 學歷及工作經驗

A. Academic Qualifications 學歷

From (Month/Year) 由(月/年)	To (Month/Year) 至(月/年)	Awarding Institution 頒授院校	Title of Award 頒授學銜	Full Time/ Part Time 全日制 / 兼讀制	Year of Award 頒授年份

B. Professional Qualifications 專業資格

Awarding Institution 頒授機構	Professional Qualifications 專業資格	Year of Attainment 頒授年份

C. Work Experience 工作經驗

From (Month/Year) 由(月/年)	To (Month/Year) 至(月/年)	Name of Organization 機構名稱	Occupation 行業	Position 職位	Full Time/Part Time 全職 / 兼職

Source of Information 資料來源

How do you know this mediation course? (You may choose more than one option)

如何獲悉本中心之調解課程? (可以選擇多於一項)

- Course Flyer 課程單張
 HKEMC website 本中心網頁
 Career Talk 升學講座
 Company internal seminar 公司內部講座
 Relatives/Friends 親友介紹
 Online Ad 網上廣告
 Search Engine 網站搜尋器
 Others (please specify) 其他(請註明): _____

Version 1.1

Declaration 聲明

- i. I declare that I have read and understood the nature and details of the Application Guide & Course information.
本人謹此聲明在填寫報名表前，已細讀報名指引及課程資料。
- ii. I declare that the information provided in this form is accurate and complete. I understand that this information will be used in the admission decision process, I accept that if, in reading and completing this application, I understand that provision of any false or misleading information therein shall lead to disqualification of my application for admission and any resulting enrolment. Any fees paid will not be refunded.
本人謹此聲明在本報名表填報的資料均屬正確及完整。本人明白所提交的資料將會用作入學處理。於閱覽及填妥本報名表，本人明白若提供任何虛假或誤導性資料，本人的申請資格及學位將被取消，而一切已繳交之費用概不退還。
- iii. I understand that, upon my registration in a course, the data will become part of my student record and may be used for all purposes relating to my study in the course.
本人明白報名表上之資料將記錄於學生個人檔案中，並將用作有關課程行政之用。
- iv. The personal data provided in this form will also be used for delivering information including any events and functions to be held, courses to be organized, benefit and service offers etc. The personal data will be handled by HKEMC staff only and will not be transferred to other external parties outside the HKEMC.
本中心亦會使用申請表上所提供之個人資料向閣下發放本中心的資訊，包括即將舉辦之活動、開辦之課程、各項優惠及服務等。只有香港博信法律專業調解中心之職員才會處理有關之個人資料，所有個人資料均不會轉交香港博信法律專業調解中心以外的第三者使用。
- v. If you do not wish to receive information as stated in (iv) of this statement, please indicate your objection by ticking the box below.
若閣下不希望接收 (iv) 部所述的資訊，請於以下空格內加上剔號。
 Please do not send me news or marketing information of HKEMC.
請不要向本人發送香港博信法律專業調解中心的消息或宣傳資訊。
- vi. I have noted, understood and agreed to the contents of the Personal Data Collection Statement and the Application Guide.
本人已細閱、明白並同意以上之「個人資料收集聲明」及報名指引的內容。

Applicant signature 申請人簽名: _____

Date 日期: _____

Checklist 核對清單

Have you submitted 你是否已經提交:

- Completed the application form with signature
已填妥及簽署申請表
- Copy of HKID card or passport
香港身份證或護照副本
- Copies of academic transcripts
學歷證明副本

Upon submission of the application form, please produce the original copy HK Identity Card/passport for verification.
遞交表格時請出示身份證/護照以供核實。

For HKEMC Use 本中心專用

Date of Application 報名日期: () DD日() MM月() YY年 Tuition Fee 學費: HK\$ _____

Receipt No. 學費收據: _____

Payment Method 繳費方法 Cash 現金 Cheque 支票 Credit Card 信用卡 BEA Credit Card instalment (6 / 12 / 18 / 24 months)
東亞銀行信用卡分期 (6 / 12 / 18 / 24 個月)

Issued by 經手人: _____

Date 日期: _____

Remark 備註: _____