

香港抗戰及海防博物館
導賞員招募及培訓計劃 2025

Hong Kong Museum of the War of Resistance and Coastal Defence
Docent Recruitment and Training Programme 2025

截止報名日期 Application Deadline: 2025.6.17 (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

(英文 English) _____ ☐ Mr ☐ Ms

(申請者須為年滿18歲或以上的香港永久性居民) Aged 18 or above and is a Hong Kong permanent resident

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: _____

現職機構 Present Employer / 退休前任職機構 Name of Serving Organisation(s) before Retirement: _____

(請於適當方格填上“✓”號 Please select by putting “✓” in the box)

☐ 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:

(請於適當方格填上“✓”號，可選擇多於一項。 Please select by putting “✓” in the box(es). You may choose more than one.)

☐ 粵語 Cantonese ☐ 英語 English ☐ 普通話 Putonghua ☐ 手語 Sign Language

☐ 其他 Others (請註明 Please Specify): _____

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)

如以上空間不足，請另紙書寫。 Please use separate sheets if the space above is insufficient.

出席遴選面試及提供導賞服務的意願

Preference for Attending Selection Interview and Providing Docent Services

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

(請在適當方格填上“✓”號，可以全選。Please select by putting “✓” in the box. You may choose both.)

☐ 平日 Weekdays ☐ 週末 Weekends

Hong Kong Museum of the War of Resistance and Coastal Defence is providing the following docent services for selection by public :

香港抗戰及海防博物館為公眾提供以下導賞服務選項:

導賞服務類別 Type of docent services	
A.	常設展覽 Permanent Exhibition
B.	鯉魚門軍事要塞史蹟徑 Historical Trail in Lyemun Fort
C	抗戰主題展覽 The War of Resistance Exhibitions

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

(請在適當空格填上“✓”號，可選擇多於一個時段。

Please select by putting “✓” in the box(es). 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
10:00 am – 1:00 pm								
2:00 pm – 5:00 pm								

香港抗戰及海防博物館星期四休館（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帶領嘉賓導賞團和學校文化日活動。

Hong Kong Museum of the War of Resistance and Coastal Defence is closed on **Thursdays** (except public holidays) when guided tours services are generally not available. Nonetheless, serving on closing day may be required for conducting guided tours for special guests and School Culture Day Scheme.

聲明 Declaration

本人_____已閱畢及同意香港抗戰及海防博物館導賞員招募及培訓計劃 2025的內容及細則。

I _____ understand and comply with the conditions and requirements stipulated in the Hong Kong Museum of the War of Resistance and Coastal Defence Docent Recruitment and Training Programme 2025.

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抗戰及海防博物館。
Docents are not employed by the Leisure and Cultural Services Department of the Hong Kong SAR Government or the Hong Kong Museum of the War of Resistance and Coastal Defence.
3. 請把填妥的報名表格，連同學歷證明及/或資歷證明，於截止報名日期前以郵寄或電郵方式遞交。
 - a. 郵寄至香港筲箕灣東喜道175號香港抗戰及海防博物館
(信封面請註明「導賞員招募及培訓計劃 2025」)
 - b. 電郵至 hkmwrcd@lcsd.gov.hk
(標題「導賞員招募及培訓計劃 2025 — 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 **Hong Kong Museum of the War of Resistance and Coastal Defence, 175 Tung Hei Road, Shau Kei Wan, Hong Kong**
(Please clearly mark on the envelope “Docent Recruitment and Training Programme 2025”)
 - b. By email to hkmwrcd@lcsd.gov.hk
(With the title “Docent Recruitment and Training Programme 2025 — your full name”)
4. 申請日期以信封上郵戳日期及香港抗戰及海防博物館電郵系統為準。
The postmark date on the envelope and the date of receipt of Hong Kong Museum of the War of Resistance and Coastal Defence’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，出席率必須達到80%以上。
Applicants who pass the interview will be required to attend all training sessions, attendance of more than 80 % sessions is required.
7. 有關面試、培訓課程、筆試和實習考核的暫定時間表，請參閱報名須知。
Please refer to the Notes on Application for the tentative schedule of the interview, training sessions, written tests and practical assessments.
8. 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博物館資訊，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，請於辦公時間內（星期一至五（公眾假期除外）上午9時30分至下午12時45分及下午2時至5時30分）致電(852) 2569 1429與本館職員聯絡。
The personal data you provided by means of this form will be used 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 (852) 2569 1429 during office hours (Mondays to Fridays (Except Public Holidays) 9:30 am - 12:45 pm & 2:00 pm - 5:30 pm).
9. 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.