

Youth Employment and Training Programme 2017/18

Notes for Applicants

For enquiries, please call 2112 9932 during office hours (Monday to Friday: 9:00a.m. to 1:00p.m. and 2:00p.m. to 6:15p.m.), fax to 3107 0411 or e-mail to enquiry@yes.labour.gov.hk

Launched by the Labour Department, the Youth Employment and Training Programme (YETP) provides a comprehensive platform of job search with one-stop and diversified pre-employment and on-the-job training to young school leavers aged 15 to 24 with educational attainment at sub-degree level or below through core and elective courses and workplace attachment training, etc. Trainees will receive personalised career guidance, job search assistance, training and post-employment support services from case managers.

Application Details

Eligibility : Young school leavers aged between 15 – 24 with educational attainment at sub-degree level or below
Fee : Free

Application Methods

1. By mail : Submit completed application form to:
YETP (HK Office), 16/F Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong.
2. By fax : Send completed application form by fax at 3107 0411
3. In person : Submit through **Programme Offices of YETP, Youth Employment Start, Job Centres, Industry-based Recruitment Centres, Employment in One-stop of the Labour Department or designated service providers** set out on the programme website at www.yes.labour.gov.hk.
4. By Internet (Only applicable to applicants aged 18 or above) : Fill out the application form on the website:
www.yes.labour.gov.hk.

Programme Offices of YETP:

- YETP (HK Office), 16/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong.
- YETP (KLN Office), 9/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon.

Youth Employment Start:

- Suite 4208-11, Level 42, Office Tower, Langham Place, 8 Argyle Street, Mongkok, KLN
- Unit 907-912, 9/F, MetroPlaza Tower II, Kwai Fong, NT

Employment in One-stop of the Labour Department:

- Unit 401, 4/F, Tin Ching Amenity and Community Building, Tin Ching Estate, Tin Shui Wai, N.T.

Recruitment Centres for the Catering/ Retail Industry:

- G/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong

Construction Industry Recruitment Centre:

- 1/F, CIC Kowloon Bay Training Centre, 44 Tai Yip Street, Kowloon Bay, Kowloon

Job Centres of the Labour Department:

- 34/F, Revenue Tower, 5 Gloucester Road, Wanchai, HK
- 4/F., Western Magistracy Building, 2A Pok Fu Lam Road, Sai Ying Pun, HK
- 12/F, North Point Government Offices, 333 Java Road, North Point, HK
- 10/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, KLN
- 1/F, Trade and Industry Tower, 3 Concorde Road, KLN
- 9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, KLN
- 2/F., Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, NT
- G/F, Victory Building, 3 Tsing Min Path, Tuen Mun, NT
- 3/F., Tai Po Government Offices, 1 Ting Kok Road, Tai Po, NT
- 2/F., Shatin Government Offices, 1 Sheung Wo Che Road, Shatin, NT
- Units 2001-2006, Level 20, Landmark North, 39 Lung Sum Avenue, Sheung Shui, NT
- Unit 211A, 2/F, Yat Tung Shopping Centre, Yat Tung Estate, Tung Chung, Lantau Island, NT

Notes:

1. This application form is valid for the period of 1 September 2017 to 31 August 2018. If necessary, the applicant may make photocopy of the application form.
2. Provision of any false or misleading information, or double-registration may lead to disqualification. Application is on a first-come-first-served basis. Incomplete information may affect the application.
3. An acknowledgement letter will be sent via email to eligible applicants within one week upon receipt of the duly completed application form and other relevant information.
4. With reference to your age, training and employment needs, your choice of service provider and residential district, the Programme Office will assign you a service provider for the purpose of rendering case management and employment support services to you. The service provider will conduct an initial screening with you in order to ascertain whether you are eligible and suitable for enrolling YETP.
5. Upon completion of the initial screening, trainees aged 15 to 19 who join YETP for the first time are required to attend a core course and attain at least a 80% attendance rate before they are allowed to receive other services in YETP. Trainees aged 20 to 24 or joined YETP before may, after the initial screening, enrol on elective courses, participate in the workplace attachment training or receive on-the-job training. They may also enrol on the core courses on the recommendation of case managers.
6. YETP may conduct photo and video shooting during our activities for promotional and publicity purposes.
7. The Programme Office may contact applicants to verify information submitted or request further information.

Enquiry Hotline: 2112 9932 Fax Number: 3107 0411
 # Please delete as appropriate

Application No. _____
Date: _____
(For Official Use)

I. Personal Particulars (Compulsory)

Name in English																
(Surname First)																
Name in Chinese											HKID Card No.					
Date of Birth						Sex	F / M #		Email	(For receiving acknowledgement receipt)						
Address																
Tel. No. (Home)				Contact Tel. No.:	1. _____		2. _____		3. _____							

(For Official Use)		

Agree to receive information on YETP (including training courses, training vacancies, related services, recruitment and promotional activities, etc.) via email, SMS, mail and telephone?

Yes No

Emergency Contact Person (Relative) _____ Relationship _____ Tel. No. _____

Ethnic Origin :	<input type="checkbox"/> Chinese (Including H.K.) <input type="checkbox"/> Others (Please specify : _____)	Place of Birth :	<input type="checkbox"/> Hong Kong <input type="checkbox"/> Others (Year of residence : Total : ____ years ____ months)
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Educational Level :

Old Academic Structure: Below F.3 F.3 F.4 F.5 F.6 F.7 Project Yi Jin

New Academic Structure: Below S.3 S.3 S.4 S.5 S.6 Yi Jin Diploma Programme

Diploma Higher Diploma Sub-Degree Others (Please specify : _____)

Old Academic Structure: For applicants completed F.5 and participated in HKCEE (or equivalent) or above

No. of Subject(s) passed in HKCEE : 0 - 4 subject(s) passed 5 or more subjects passed Others (Please specify : _____)

Subject(s) passed including : Chinese English Mathematics Others (Please specify : _____)

New Academic Structure: For applicants completed S.6 and participated in HKDSE (or equivalent) or above

Total no. of subjects that obtained 'Level 2' in core subjects / 'Attained' in ApL subjects (count a maximum of two subjects) / Grade e in Other Language subjects : 0 - 4 subject(s) passed 5 or more subjects passed Others (Please specify : _____)

Subject(s) obtained 'Level 2' or above in core subjects : Chinese English Mathematics Liberal Studies Others (Please specify : _____)

Language proficiency :	(Oral)			(Read and Write)			
	Poor	Fair	Fluent				
1. Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Putonghua	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Others (pls specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Others (pls specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Others (pls specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Experience, if any: Full Time ____ year(s) ____ month(s) Part time ____ year(s) ____ month(s)

II. Vocational Skills

Please specify the vocational training taken before, if any :

Vocational Training Council (VTC) Hong Kong Institute of Vocational Education (IVE)

Construction Industry Council (CIC) Clothing Industry Training Authority (CITA)

Others (Please specify: _____)

Typing Speed :	English Typing _____ wpm	Chinese Typing _____ wpm (#Chang Jei /Quick Input/Other Input Method : _____)
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Name: _____

HKID Card No.: _____

Computer Skills :	<input type="checkbox"/> Spreadsheet (e.g. Excel)	<input type="checkbox"/> Slides Presentation (e.g. PowerPoint)
	<input type="checkbox"/> Word Processing (e.g. Word, Outlook)	<input type="checkbox"/> Data Processing (e.g. Access, Visual FoxPro, Oracle, SQL Server)
	<input type="checkbox"/> Programming (e.g. Mobile App, VB.Net, C#, PL/SQL, Java, C++) Please specify : _____	
	<input type="checkbox"/> System Engineering (e.g. Unix, Sun Solaris, Linux, MCSE, CCNA) Please specify : _____	
	<input type="checkbox"/> Graphic Design (e.g. Photoshop, PageMaker, Illustrator, Corel Draw, AutoCAD, 3D Studio MAX) Please specify : _____	
<input type="checkbox"/> Web Design (e.g. HTML/XHTML, FrontPage, Fireworks, Dreamweaver, Flash) Please specify : _____		

Professional qualification(s) or skills :	<input type="checkbox"/> Driving License	<input type="checkbox"/> Security Personnel Permit
	<input type="checkbox"/> LCC (Elementary) <input type="checkbox"/> LCC (Intermediate) <input type="checkbox"/> LCC (Advanced) <input type="checkbox"/> Others (Pls specify : _____)	

Please select the 3 posts which interest you most (tick '✓' as appropriate):

<input type="checkbox"/> 1. Clerk (GOC)	<input type="checkbox"/> 4. Sales / Shop Sales (SAL)	<input type="checkbox"/> 7. Waiter (WAI)	<input type="checkbox"/> 10. Information Technology Officer (ITO)	<input type="checkbox"/> 13. Craftsman (TEC)
<input type="checkbox"/> 2. Accounting Clerk (ACC)	<input type="checkbox"/> 5. Customer Services Trainee (CSC)	<input type="checkbox"/> 8. Cook (COK)	<input type="checkbox"/> 11. Beautician (BET)	<input type="checkbox"/> 14. Programme Assistant (REC)
<input type="checkbox"/> 3. Shipping Clerk (SRC)	<input type="checkbox"/> 6. Merchandiser (MER)	<input type="checkbox"/> 9. Tour Coordinator (TCC)	<input type="checkbox"/> 12. Hairdresser (HAW)	<input type="checkbox"/> 15. Logistics Worker (STO)

III. Selection of Service Provider for Provision of Case Management and Employment Support Services (Compulsory)

Please select the service provider by specifying its code, name and service region (Please refer to the attached table on next page for details) :

Code					Name of Service Provider	Service Region
1 st choice	T	B				
2 nd choice	T	B				

Remark: If no training place in the selected service provider is available or no service provider is selected, the Programme Office will arrange one for the applicant in accordance with his / her residential district.

IV. Youth Employment Start (also known as Y.E.S., which provides "one-stop service" on career counselling, training and self-employment support to youth aged between 15 to 29 who are lawfully employable in H.K. For details, please refer to www.e-start.gov.hk. Applicants may now provisionally register as a Y.E.S. member. Subsequently Y.E.S. will invite you via e-mail to call at their centres for full registration and collection of membership card.)

- I agree to register as a Y.E.S. member, and wish to use the following user name on Y.E.S. web site. (combination of maximum 16 alphanumeric characters) :
 1st Choice : _____ 2nd Choice : _____ 3rd Choice : _____
- I do not agree to register as a Y.E.S. member. I am already a Y.E.S. member.

V. Other information (Optional)

1. Do you have any disability? Yes (If yes, please answer questions 2 and 3) No
2. If you have disability, please indicate the nature and degree of the _____
3. I agree disagree that the Labour Department can disclose the above information of my nature and degree of the disability to employers or related service providers.

VI. Personal Information Collection Statement (Compulsory)

Purpose of Collection

The personal data supplied by you in this form and thereafter (including but not limited to job application letter and resume) will be used for consideration of your application for and participation in YETP. These include arranging training courses, workplace attachment training, on-the-job training, job matching and referral, workshops, seminars, recruitment or promotion activities; conducting evaluation and review of YETP; compiling statistics and conducting opinion surveys; processing insurance claims; investigating and following up complaints against YETP services, and other YETP related services. The provision of personal data by you is voluntary. However, if you do not provide sufficient information, we may not be able to process your application or provide service to you. Applicant aged under 18 should consult your parent before the supply of the personal information. If you opt to receive information on YETP in Part I of this form, YETP will use your personal data (including but not limited to your name, correspondence address(es), email address(es) and contact telephone number(s)) to provide you with such information. If you wish to opt out from receiving such information in future, please notify us through the following channels:

Phone: 2112 9932

Email: enquiry@yes.labour.gov.hk

Mail: YETP (HK Office)

Labour Department, 16/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong

Transfer of Personal Data

The information you provide may be transferred to your parents/guardians, service providers of YETP, employers, the Youth Employment Start and other organisations commissioned by YETP for the above purposes. Your information may also be transferred to other divisions of the Labour Department for the purpose of enforcing ordinances under the purview of the Labour Department.

Access of Personal Data

You have the right of access and correction with respect to your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of the personal data you provided.

Enquiries

If you wish to enquire on the collection, access and correction of your personal data, please address your enquiry or request to: YETP (HK Office)(Address : same as above).

I have read and fully understand the Notes for Applicants and the above Personal Information Collection Statement.

I hereby declare that I am a school leaver, lawfully employable in Hong Kong and the information provided is correct. I understand that if I willfully give any false information in this application form or withhold any material information, it will render me liable to disqualification for application.

Applicant's Signature _____	Parent's Signature (for applicant aged under 18) _____	Date _____
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