

Youth Employment and Training Programme 2020/21

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>](mailto: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 case management and employment support services from case managers including personalised career guidance, job search assistance, training and post-employment support services.**

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 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.

Offices/centres of the Labour Department

Programme Offices of YETP:

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

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, 223 Hing Fong Road, Kwai Fong, NT

Recruitment Centres for the Catering/ Retail Industry:

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

Construction Industry Recruitment Centre:

- 1/F, HKIC – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, KLN

Job Centres:

- 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
- Units 2001-2006, Level 20, Landmark North, 39 Lung Sum Avenue, Sheung Shui, 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
- Unit 211A, 2/F, Yat Tung Shopping Centre, Yat Tung Estate, Tung Chung, Lantau Island, NT
- Unit 401, 4/F, Tin Ching Amenity and Community Building, Tin Ching Estate, Tin Shui Wai, NT

Notes:

1. This application form is valid for applying to join YETP from 1 September 2020 to 31 August 2021. The applicant may make photocopy of the application form if necessary.
2. Please make sure the personal information given is true and complete. Provision of any false or misleading information, or double-registration may lead to disqualification. Application will be handled on a first-come-first-served basis. Incomplete information may affect the applicant's eligibility to join YETP.
3. An acknowledgement letter will be sent to eligible applicants via email within one week upon receipt of the duly completed application form and other relevant information.
4. With reference to the applicant's age, training and employment needs, choice of service provider and residential district, the Programme Office will assign to the applicant a service provider for the purpose of rendering case management and employment support services. The service provider will conduct an initial screening with the applicant in order to ascertain whether the applicant is 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 may enrol on a core course with the assistance of the case manager. Trainees can also choose to enrol on not more than two elective courses or receive workplace attachment training under YETP before they attend a core course. They are required to attend a core course and attain at least an attendance rate of 80% before they are allowed to enrol on on-the-job training and/or the remaining three elective courses. 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.



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Application Form

Enquiry Hotline: 2112 9932 Fax Number: 3107 0411

Service provider No.	TB	Contact Person of Service Provider		Date of receipt of the application form (dd/mm/yyyy)	
(For Service Provider Use. Applicable to trainees referred under clause 10(b) of the Service Specifications)					

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

Please delete as appropriate
(Please complete the form in block letters and in dark ink.)

I. Personal Particulars (Compulsory)

Name in English	[Grid for Name in English]															
(Surname First)																
Name in Chinese	_____										HKID Card No.	[Grid for HKID Card No.]				
Date of Birth (d/m/y)	_____			Sex	F / M [#]		Email	_____ (For receiving acknowledgement receipt)								
Address	_____												[Grid for Address]			
(For Official Use)																
Tel. No. (Home)	_____		Contact Tel. No.: 1.	_____			2.	_____			3.	_____				

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 : Chinese (Including H.K.) Others (Please specify : _____)
Place of Birth : Hong Kong Others (Year of residence : Total : ____ years ____ months)

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

Language proficiency: Able to speak Cantonese? Yes No Able to read and write Chinese? Yes No

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

Please select the service provider for provision of case management and employment support services by specifying its code, name and service region (Please refer to the attached table of the application form for details):

		Code				Name of Service Provider	Service Region	Are you referred by 1 st choice Service Provider to join YETP?
1 st choice	T	B					<input type="checkbox"/> Yes <input type="checkbox"/> No	
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.

III. Career Preference

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. Merchandiser (MER) | <input type="checkbox"/> 10. Beautician (BET) | <input type="checkbox"/> 13. Craftsman / Technician (TEC) |
| <input type="checkbox"/> 2. Accounting (ACC) | <input type="checkbox"/> 5. Customer Services Worker (CSC) | <input type="checkbox"/> 8. Waiter / Waitress (WAI) | <input type="checkbox"/> 11. Hairdresser (HAW) | <input type="checkbox"/> 14. Programme Assistant (REC) |
| <input type="checkbox"/> 3. Shipping (SRC) | <input type="checkbox"/> 6. Tour Coordinator (TCC) | <input type="checkbox"/> 9. Cook (COK) | <input type="checkbox"/> 12. Information Technology Officer (ITO) | <input type="checkbox"/> 15. Storekeeper / Stock keeper (STO) |
16. Others (Please specify : _____)

Please select the category of posts that you are looking for: Full time Part time (You can select more than one option)

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 interested in registering as a Y.E.S. member will be subsequently invited by e-mail for full registration and collection of membership card at Y.E.S. centres.)

I am interested in registering as a Y.E.S member.

V. Other information (Optional)

1. Are you a person with disability / disabilities? Yes

2. If yes, please indicate the nature and degree of the disability / disabilities : _____

3. I agree disagree that the Labour Department can disclose the above information of my nature and degree of the disability / disabilities 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 any other matters in relation to YETP 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, address(es), email address(es) and 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:

Telephone number: 2112 9932 Email address: enquiry@yes.labour.gov.hk

Mailing address: YETP (HK Office),
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, other divisions of the Labour Department 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 send your request to: YETP (HK Office) of the Labour Department. (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 true and complete. I understand that if I wilfully 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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