

## Youth Employment Start Notes for Application

The Youth Employment Start (Y.E.S.) of the Labour Department provides one-stop services on career consultation, skills enhancement training and support for self-employment for young people aged between 15 and 29. Once registered, member will be able to enjoy the computerised facilities, individualised services and to participate in activities organized by Y.E.S. for free. Details are as follows:

### **Application Eligibility**

All lawfully employable Hong Kong residents aged between 15 and 29. Totally free of charge.

### **Application Method**

Please submit completed application form in person to any one of the following Youth Employment Start:

#### **Kowloon:**

Suites 8-11, 42/F, Office Tower,  
Langham Place, 8 Argyle Street,  
Mongkok

#### **New Territories:**

Units 907-912, 9/F, Metroplaza Tower II,  
223 Hing Fong Road,  
Kwai Fong

#### **Operating NGO:**

Hong Kong Young Women's Christian Association

**Hotline:** 3585 8000

**Opening Hours:** Monday - Saturday

10:00 a.m. – 7:00 p.m.

Closed on Sunday and public holidays

Note:

1. For applicant aged between 15 and 17, please ensure that you have completed the information of emergency contact.
2. All lawfully employable Hong Kong residents aged between 15 and 29 could apply as member of Y.E.S. You may provide some basic information by completing this form and submit to any of the above centre or through our website at [www.e-start.gov.hk](http://www.e-start.gov.hk) to register as provisional member. Y.E.S. will inform you through email to come to Y.E.S. in person in a defined period to complete the registration. If you fail to complete the registration within four months, your application will be cancelled.
3. To use the facilities and services of Y.E.S., you have to collect your personalized Smart card.



## Youth Employment Start Membership Application Form

(Staff Only)  
Membership Number: \_\_\_\_\_  
Date of Application \_\_\_\_\_

(Please complete in block letters and in dark ink) # Please delete as appropriate

### I. Declaration (Compulsory)

#### Personal Information Collection Statement

**Purpose of Collection** : The Labour Department and Y.E.S. will use your personal data for consideration of your application for membership and for provision of services and facilities to you. This includes course selection, job matching, counselling and guidance, or matters related thereto. The provision of your personal data is voluntary. However, if you do not provide sufficient information, the Labour Department and Y.E.S. may not be able to handle your application or provide services and facilities.

**Classes of Transferees** : The Labour Department and Y.E.S. may transfer the personal data you provide to service providers or activity organisers of the Labour Department or Y.E.S., employers, other divisions of the Labour Department, other government departments or public organisations, or your parents or guardians.

**Access of Personal Data** : You have a right to request access to and correction of your personal data provided in accordance with 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 your personal data you provided. In general, membership registration is valid for one year.

**Enquiries** : Enquiries on the collection, access, and correction of your personal data can be addressed to Labour Officer, Youth Employment Division (HQ), Labour Department.  
Address: 12/F, Harbour Building, 38 Pier Road, Central, Hong Kong

I have carefully read and agree with the Notes for Application and Personal Information Collection Statement. #I agree to transfer personal data provided in YPTP · YWETS, and Youth Self-employment Support Scheme to Youth Employment Start for consideration of this application and provision of services in the future#; #I agree and accept electronic information sent by the Labour Department and Youth Employment Start. I hereby declare that I am lawfully employable in Hong Kong and the information provided is correct. I understand that if I wilfully give any false information in this application, it will render me liable to disqualification for membership.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

### II. Personal Data (Compulsory)

Name in English (Surname First) \_\_\_\_\_

Name in Chinese \_\_\_\_\_ HKID \_\_\_\_\_ ( ) For Staff Only \_\_\_\_\_

Date of Birth Day Month Year Gender Male/ Female # Email Address \_\_\_\_\_

Address (in Chinese or English) \_\_\_\_\_

District  Hong Kong  Kowloon  New Territories and Islands

Home Telephone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Office Telephone Number (if applicable): \_\_\_\_\_ Office Fax Number (if applicable): \_\_\_\_\_

Hong Kong Permanent Resident  Yes  No, abode since \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Ethnic Origin  China (including Hong Kong)  Other (please specify) \_\_\_\_\_

Compulsory for applicant aged between 15-17

Emergency Contact (Relative or Guardian) Name (in Chinese) \_\_\_\_\_ (in English) \_\_\_\_\_  Mr.  Ms  Miss  
Relationship \_\_\_\_\_ Contact Telephone Number: \_\_\_\_\_

Employment Status  Student  Employed (Please indicate position: \_\_\_\_\_,  Full-time /  Part-time)  
 Unemployed  Self-employed (Please indicate industry: \_\_\_\_\_)

For current student, please specify current level of study: \_\_\_\_\_

For former student, please specify education level

Below F.3  F.3  F.4  F.5  F.6  F.7  Project Yi Jin  Diploma, Programmes: \_\_\_\_\_  
 Higher Diploma, Programmes: \_\_\_\_\_  Associate Degree, Programmes: \_\_\_\_\_  
 Bachelor, Programmes: \_\_\_\_\_  Other (Please specify: \_\_\_\_\_)

### III. Login User Name (Compulsory)

After you register and become a member, you can start making appointments for services or registering to participate in activities held by Y.E.S. via Y.E.S.'s website. Please indicate your preferred user ID (up to 16 English letters and numbers). You may list up to 3 choices. If all of your choices have been used by other members, Y.E.S. will assign a user ID to you. After the completion of registration, you will receive an email informing your user ID and password in the next working day.

First choice: \_\_\_\_\_ Second choice: \_\_\_\_\_ Third choice: \_\_\_\_\_

**IV. Education Level**

To be completed by person with HKCEE/HKAL/equivalent education Level  
 5 subjects passed in HKCEE (including Chinese and English)  Yes  No  
 For HKAL, please specify subjects and results: \_\_\_\_\_

**V. Programme and Service of Labour Department Previously Participated or Utilized**

Youth Pre-employment Training Programme (Registration Number: \_\_\_\_\_)  
 Youth Work Experience and Training Scheme (Registration Number: \_\_\_\_\_)  
 Youth Self-employment Support Scheme (Scheme project: \_\_\_\_\_)

**VI. Work Experience**

No  Yes. Please specify the total number of years of work and details.  Full-time: \_\_\_\_\_ year(s);  Part-time: \_\_\_\_\_ year(s);  
 Self-employed: \_\_\_\_\_ year(s)

Major work experience (if applicable): Position \_\_\_\_\_ Industry \_\_\_\_\_ Years of Work: \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)

Please complete the details of the most recent two jobs in the past 5 years (if applicable)

Year	Position	Company Name
to		
to		

**VII. Language Proficiency**

Spoken	Illiterate				Fair				Fluent				Native			
	Written	Illiterate	Fair	Fluent	Native	Written	Illiterate	Fair	Fluent	Native						
1. Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
2. Putonghua	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
3. English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Other (Specify)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
4. Other (Specify)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Other (Specify)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

**VIII. Skills and Professional Qualification**

Typing Speed: (English) \_\_\_\_\_ wpm (Chinese) \_\_\_\_\_ wpm (#Changjie / Quick Input / Other Input Methods: \_\_\_\_\_)

Excel  Word  PowerPoint  Database (e.g. Access, Visual FoxPro)

Computer Programming (e.g. Visual Basic) Please specify: \_\_\_\_\_  
 Network Engineering (e.g. NT Server) Please specify: \_\_\_\_\_

Graphic Design (e.g. Photoshop) Please specify: \_\_\_\_\_  
 Web Design (e.g. HTML) Please specify: \_\_\_\_\_

Professional Qualification(s) and Skills  
 LCC (Elementary)  LCC (Intermediate)  LCC (Advanced)  Driving License  
 Construction Industry Safety Card  Security Personnel Permit  Others (Please specify: \_\_\_\_\_)

**IX. Career Preference**

Please select 3 industries which interest you most (Please tick in appropriate boxes)

Procurement  Accounting  Construction and Engineering  IT  Design  Shipping and Transportation  Retail  
 Sales and Marketing  Tourism  Catering  Hotel  Customer Service  Logistics  Insurance  Beauty  
 Hair Styling  Education  Medical and Nursing  Social Service  Administration, Secretary  Banking and Finance  
 Multimedia Production  Disciplined Services  Shipping  Other (Please specify): \_\_\_\_\_

Please list the type of work/position you wish to search (Maximum 3 types)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please complete the following work preferences

Employment format:  Permanent  Contract  Temporary

Nature of work:  Full-time  Part-time, please indicate working days per week and working time and hours per day: \_\_\_\_\_

Willing to take shift:  Yes  No

Ideal location of work:  Anywhere in Hong Kong  Hong Kong  Kowloon  New Territories  
 Other, please specify: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Delete whichever is not appropriate