



香港學術及職業資歷評審局
Hong Kong Council for Accreditation of
Academic & Vocational Qualifications

Notes to Job Applicants

1. The information that you have provided in your application will be used for recruitment and other employment-related purposes. In case employment is offered, the information may be disclosed to persons, offices, and/or any internal/external parties authorized to process the information for purposes relating to employment, e.g. the service provider for health assessments, insurers, bankers, the trustee of MPF scheme.
2. Applicants shortlisted for interview will be requested to provide the originals and a photocopy of all relevant documents to support the information stated in their applications.
3. Unsuccessful applications will be retained for one year from the date of interview. Applications not shortlisted for interview, including unsolicited ones, will be retained for six months from the deadline for application or the date of receipt if unsolicited. If suitable vacancies arise during the period, the applications may be considered.
4. Under the Personal Data (Privacy) Ordinance, you may request access to, correction and/or destruction of your personal data held by the Council. Such requests should be made in writing to the Head of Human Resources and Administration.