



## 第三十一屆優秀社工選舉 - 參選及提名表格

### The 31<sup>st</sup> Outstanding Social Worker Award - Candidate Application and Nomination Form

#### 第一部份: 由參選人填寫

#### Part One: TO BE COMPLETED BY THE CANDIDATE

- 參選人須由他人提名參選，每位參選人只可以有一位提名人。 Candidate should be nominated by another person, and that only one nominator for each candidate.
- 提名人或其中一名諮詢人必須是參選人之現職/前督導或專業社工(例如:現任/前任社工同事或社工合作伙伴等)，可以對參選人在香港任職社工崗位時的工作表現給予專業評價。 Either the nominator or one of the referees should be the candidate's current/former supervisor or professional social worker (such as current/former colleague or service partner) who can provide professional comment on the candidate's work performance when he/she hold a social work position in Hong Kong.
- 請以正楷填寫此表格。 Please complete this form in **BLOCK LETTERS**.
- 如有需要，請另加紙張填寫。 Please use separate sheets of paper if necessary.
- 提交此表格的最後期限: **2021年11月19日(星期五)**。 Deadline for submission of this Form: **19<sup>th</sup> November 2021 (Friday)**.
- 如參選人在遞交此表格時未能提供所需文件(請參閱「覆核清單」)，必須於遞交表格後一星期內將所欠文件交到主辦機構，並在信封封面或電郵主題註明「補交文件」及參選人姓名。 If the required documents (please refer to the "Checklist") are not provided when this Application Form submitted, candidates should make them available to the Organizer within one week of the submission. Please state in the envelop or in the subject of the email "Outstanding Documents" and the candidate's name when providing the outstanding documents.

#### 編號 Reference Number

For Internal Use Only (只供內部填寫)

#### 參選組別 Categories

請在適當的方格內填上「✓」號

Please "✓" in the appropriate box

優秀社工獎

Outstanding Social Worker Award

新秀社工獎

Outstanding Junior Social Worker Award

#### 參選人個人資料 Personal Particulars of Candidate (請在適當的方格內填上「✓」號。 Please put "✓" in the appropriate box)

<input type="checkbox"/> 先生 Mr. / <input type="checkbox"/> 小姐 Miss / <input type="checkbox"/> 女士 Ms. / <input type="checkbox"/> 博士 Dr. / <input type="checkbox"/> 教授 Prof. / <input type="checkbox"/> 其他 Others	
中文姓名 Chinese Name	英文姓名 English Name
註冊社工編號 Social Worker's Registration Number	社工註冊之有效日期(月/年) Expiry Date of Registration (mm/yyyy)
手提電話 Mobile Number	公司電話 Office Number
電郵地址 Email Address	
通訊地址 Correspondence Address	

#### 教育及專業資歷 Academic and Professional Attainment (按日期順序列出 in chronological order)

已獲取或將獲取之學歷 Details of Academic Qualification obtained / to be obtained	學院名稱 Name of Schools / Colleges / Universities attended / attending	學歷(年份) Qualifications (Year)	最高社會工作學歷 Highest Social Work Qualification
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>



獲取社工專業資格後已完成或即將完成之相關專業課程 Post Social Work Qualification Professional Training obtained/ to be obtained	訓練機構名稱 Name of Training Agency attended/ attending	就讀日期 (月/年) Date (mm/yyyy)	
		由 From	至 To

### 著作/ 服務 Publications/ Service Projects

請列出最能代表你的成就或貢獻之三份著作 (請提交相關已公開刊登的文章、已發表的研究結果、或已出版的書籍) 或服務計劃 (請提供相關的宣傳物品或計劃報告)  
Please list three publications (please provide the published articles, research findings or book) or service projects (please provide the promotion materials or reports of the projects) that can most illustrate your achievements or contributions.

- 1.
- 2.
- 3.

已附上/ 將於一星期內提交上述所需資料 Enclosed the supporting documents / will submit within one week

### 社會參與/ 義務工作經驗 Community/ Voluntary Experience

機構名稱 Name of Organisation	服務類別 Nature of Service	負責崗位 Position Held	參與日期 (月/年) Date (mm/yyyy)	
			由 From	至 To

### 工作資料 Employment Details

現職及工作簡介 Present Position and Brief Job Description	
機構名稱 Name of Employing Organisation	現任職位 Present Position
機構地址 Address of Organisation	
入職日期 (月/年) Date of Entry (mm/yyyy)	工作範疇 Scope of Work

曾任職位及工作簡介 Previous Position(s) and Brief Job Description (按日期順序列出 in chronological order)				
曾任職機構名稱 Name of Previous Organisation(s)	服務類別 Nature of Service	職位 Position	任職日期 (月/年) Date (mm/yyyy)	
			由 From	至 To

任職社工總年資 Total Number of Year of Work Experience as Social Worker
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## 參選人自我簡介 Self-Introduction Statement of the Candidate

請在適當的方格內填上「✓」號 Please put "✓" in the appropriate box \*刪去不適用者 Please delete as inappropriate

已附上/ 將於一星期內遞交* 一份參選人的自我簡介 (不多於八百字) Enclosed herewith/ Will submit within one week* the candidate's Self-Introduction Statement (not more than 800 words)	正本 Hardcopy <input type="checkbox"/>	電子檔案 Softcopy <input type="checkbox"/>	只接受 WORD 檔 WORD file only
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## 【最有啟發助人歷程】故事 “The Most Enlightening Experience in Helping People”

請在適當的方格內填上「✓」號 Please "✓" in the appropriate box \*刪去不適用者 Please delete as inappropriate

已附上/將於一星期內遞交* 下列文件，以便刊登於《明報》及《明報》網頁內，供公眾人士參加網上投票，選出最有啟發助人歷程故事得獎者。(註：只有獲甄選入圍之參選人將會自動角逐此獎項) Enclosed herewith/Will submit within one week* the following documents to be published in Ming Pao newspaper and website for public's voting for stories of "The Most Enlightening Experience in Helping People". (Remarks: only candidates who are shortlisted in the 1 <sup>st</sup> round will automatically enter this voting award ).			
	正本 Hardcopy	電子檔案 Softcopy	
(1) 故事全文 (約 700 - 800 字) Full story (around 700-800 words)	<input type="checkbox"/>	<input type="checkbox"/>	只接受 WORD 檔 WORD file only
(2) 故事撮要 (約 100 字) Abstract (around 100 words)	<input type="checkbox"/>	<input type="checkbox"/>	只接受 WORD 檔 WORD file only
(3) 參選人生活照/ 工作照 Candidate's photo in daily life/ at work		<input type="checkbox"/>	只接受 PNG/ JPG 檔 PNG/ JPG file only

## 諮詢人 Referees

- 參選人必須得到下列兩位人士應允，作為是次選舉之諮詢人。 The candidates must obtain the consent from the following two persons as referees of the Award.
- 諮詢人不可以是參選人的家屬或提名者。 Referees should not be the family member or the nominator of the candidate.
- 提名者或其中一名諮詢人必須是參選人之現職/前督導前督導或專業社工 (例如：現任/ 前任社工同事或社工合作伙伴等)，可以對參選人在香港任職社工崗位時的工作表現給予專業評價。 Either the nominator or one of referees should be the candidate's current/ former supervisor or professional social worker (such as current/ former colleague or service partner) who can provide professional comment on the candidate's work performance when he/she hold a social work position in Hong Kong.
- 如有需要，本會將會聯絡諮詢人，就是次參選人的參選作諮詢，而諮詢內容將會保密處理。 If necessary, referees may be contacted for a confidential reference of the candidate's application.
- 兩位諮詢人必須於參選人遞交參選表格的一星期內，各自向主辦機構提交為參選人而撰寫的推薦信。參選人有責任通知諮詢人提交推薦信的期限。 Both referees are required to submit a reference letter for the candidate within one week of the submission of this Form. It is the candidate's responsibility to inform the referees to submit the reference letters by the deadline.

### 第一位諮詢人 First Referee

先生 Mr. /  小姐 Miss /  女士 Ms. /  博士 Dr. /  教授 Prof. /  其他 Others

中文姓名 Chinese Name

英文姓名 English Name

手提電話 Mobile Number

電郵地址 Email Address

通訊地址 Correspondence Address

與參選人之關係 Relationship with Candidate

認識年期 Duration of Acquaintance

### 第二位諮詢人 First Referee

先生 Mr. /  小姐 Miss /  女士 Ms. /  博士 Dr. /  教授 Prof. /  其他 Others

中文姓名 Chinese Name

英文姓名 English Name

手提電話 Mobile Number

電郵地址 Email Address

通訊地址 Correspondence Address

與參選人之關係 Relationship with Candidate

認識年期 Duration of Acquaintance



## 獲悉是次選舉的途徑 Way to learn about the Award

請在適當的方格內填上「✓」號 ( 可選多項 )。 Please ✓ the appropriate box (can select multiple answers).

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 任職機構 The Employing Organisation     | <input type="checkbox"/> 社協面書 HKSWA Facebook                                | <input type="checkbox"/> 社協網頁 HKSWA Website |
| <input type="checkbox"/> 專上院校/大學 Colleges/ Universities      | <input type="checkbox"/> 社協宣傳單張/電郵 HKSWA Promotion Flyer/ Email             |   |
| <input type="checkbox"/> 醫院 Hospital                         | <input type="checkbox"/> 社會服務機構/團體 Social Service Organisation/ Agency      |   |
| <input type="checkbox"/> 朋友/同事 Friends/Colleagues            | <input type="checkbox"/> 電台/電視 Radio/ Television, 請註明 Please specify: _____ |   |
| <input type="checkbox"/> 明報網頁 Ming Pao Website               | <input type="checkbox"/> 報章 Newspaper, 請註明 Please specify: _____            |   |
| <input type="checkbox"/> 其他 Others, 註明 Please specify: _____ |   |   |

## 聲明 Declaration

請細閱下列及簽署。 Please read below carefully and sign.

- ❖ 本人現同時附上/將於一星期內遞交下列文件之正本及電子檔案。  
I enclose herewith/ will submit within one week the supporting documents in **BOTH hard copy and soft copy** as follows:  
( 請在適當的方格內填上「✓」號。 Please “✓” the appropriate box )

現時附上 Enclose herewith	將於一星期內遞交 To be submitted within one week
<input type="checkbox"/>	提名表格 Nomination Form
<input type="checkbox"/>	<input type="checkbox"/> 著作/服務計劃相關資料 Supporting materials of Publication/Service Projects
<input type="checkbox"/>	<input type="checkbox"/> 參選入自我簡介 Self-Introduction Statement of the Candidate
<input type="checkbox"/>	<input type="checkbox"/> 【最有啟發助人歷程】故事全文 Full story of “The Most Enlightening Experience in Helping People”
<input type="checkbox"/>	<input type="checkbox"/> 【最有啟發助人歷程】故事撮要 Abstract of “The Most Enlightening Experience in Helping People”
<input type="checkbox"/>	<input type="checkbox"/> 第一位諮詢人的推薦信 Reference letter of the first referee
<input type="checkbox"/>	<input type="checkbox"/> 第二位諮詢人的推薦信 Reference letter of the second referee
<input type="checkbox"/>	<input type="checkbox"/> 參選入生活照/ 工作照 ( 只接受電子檔案 ) Candidate’s Photo in daily life or at work ( <b>soft copy only</b> )

- ❖ 本人特此聲明上述資料及所有證明文件皆為真實無訛。  
I hereby declare that all the information stated above, and the supporting documents are true and accurate.
- ❖ 本人同意優秀社工選舉委員會在必要時將此等資料公開用於是次選舉及其有關用途。  
I agree that the Outstanding Social Worker Award Committee to disclose the above information for the purpose of the 31<sup>st</sup> Outstanding Social Worker Award and related matters.
- ❖ 本人願意同時參與【最有啟發助人歷程】故事公眾投票。  
I agree to participate in the public’s voting for stories of “The Most Enlightening Experience in Helping People”.
- ❖ 本人同意遵守所有優秀社工選舉的規則及願意接受提名。  
I agree to comply with the rules of the 31<sup>st</sup> Outstanding Social Worker Award and to be nominated for the Award.
- ❖ 本人明白是次選舉的最後結果將會經過兩輪評審程序而產生，香港社會工作人員協會保留對是次選舉的最終決定權。本人對於選舉結果不會提出異議。  
I understand there will be two rounds of selection procedures for the final result of the 31<sup>st</sup> Outstanding Social Worker Award, and that the Hong Kong Social Workers Association reserves the right of final decision. I will have no objection to the result.
- ❖ 如本人成功當選，必會出席選舉結果公佈記者招待會及頒獎典禮，並同意將選舉結果保密，不會向第三者透露，直至主辦單位正式公佈。  
If I were awarded, I shall attend the Result Announcement Press Conference and the Award Presentation Ceremony. I agree to keep the result confidential and will not disclose it to third party before the organiser’s official announcement.

參選入簽署 Signature of Candidate

日期 Date



## 第二部份：由提名人填寫

### Part Two: TO BE COMPLETED BY THE NOMINATOR

1. 參選人須由他人提名參選，每位參選人只可以有一位提名人。Candidate should be nominated by another person, and that only one nominator for each candidate.
2. 提名人或其中一名諮詢人必須是參選人之現職/前督導或專業社工（例如：現任/前任社工同事或社工合作伙伴等），可以對參選人在香港任職社工崗位時的工作表現給予專業評價。Either the nominator or one of referees should be the candidate's current/ former supervisor or professional social worker (such as current/ former colleague or service partner) who can provide professional comment on the candidate's work performance when he/she hold a social work position in Hong Kong.
3. 請以正楷填寫此表格。 Please complete this form in **BLOCK LETTERS**.
4. 如有需要，請另加紙張填寫。 Please use separate sheets of paper if necessary.
5. 如有書寫有困難，可以就問題 1 至 4 提交不多於十分鐘的影音資料代替文字陳述。 For those with difficulty in writing, audio visual materials of no more than 10 minutes can be an alternative format when providing information to questions 1 to 4.

參選人姓名 Name of Candidate

參選組別 Categories

請在適當的方格內填上「✓」號

Please "✓" in the appropriate box

優秀社工獎

Outstanding Social Worker Award

新秀社工獎

Outstanding Junior Social Worker Award

### 提名人個人資料 PERSONAL PARTICULARS OF NOMINATOR

<input type="checkbox"/> 先生 Mr. / <input type="checkbox"/> 小姐 Miss / <input type="checkbox"/> 女士 Ms. / <input type="checkbox"/> 博士 Dr. / <input type="checkbox"/> 教授 Prof. / <input type="checkbox"/> 其他 Others	
中文姓名 Chinese Name	英文姓名 English Name
職業 Occupation	與參選人之關係 Relationship with the Candidate
手提電話 Mobile Number	電郵地址 Email Address
通訊地址 Correspondence Address	
1. 你對參選人在香港擔任社工崗位時的專業工作表現有何評價？ How would you comment on the Candidate's professional performance when in a social work position in Hong Kong?	
2. 你認為參選人的專業態度有何值得欣賞之處？ In what aspect(s) is (are) the Candidate's professional attitude worth commendation?	
3. 你認為參選人有哪些傑出的表現？ What is the outstanding achievement of the Candidate?	
4. 其他補充資料（如有） Other supplementary information (if any)	

提名人簽署 Signature of Nominator

日期 Date