

A Proof of Work Experience for Application for Trade Test & Intermediate Trade Test - Employer's Certification [for employer to report work experience proofs of employee]

Enquiry : 2100 9000/
WhatsApp: 5720 0072

Guides to Applicants:

1. Please read the "Personal Information Collection Statement" before filling in the form;
2. Please fill in all the items. Any omission of information may render the CIC under to process this form;
3. This form is for reference only. Applicants may submit their employer's certification if necessary;
4. Please submit the completed form along with the application form for trade test application;
5. #Please delete where appropriate.

I certify that _____ (name of employee) [HKID Card No. / CWR Card No.: _____] is employed by me / this company / this organisation# for the post of _____, whose personal particulars and relevant work experience and qualifications are as follows:

A. Applicant Particulars (must be consistent with that on the HKID card / CWR Card):

Name : (Chi) _____ (Eng) _____

HKID Card / CWR Card No.: _____ Daytime Contact No.: _____

Mobile : _____ Email Address : _____

Address : _____

B. Relevant work experience and Qualifications (submit extra information if necessary)

- Note:**
- (1) **Application for Trade Test:** Applicants who do not have the qualification of Intermediate Trade Test Certification issued by the CIC of the applied trade must have at least 4 years of on-site work experience. If applicants have had the qualification of Intermediate Trade Test Certification issued by the CIC of the applied trade, they should have at least 2 years of on-site work experience;
 - Application for Intermediate Trade Test:** Applicants should have at least 2 years of on-site work experience;
 - (2) The CIC will inspect qualifications submitted by applicants by random checks, and will disqualify those who do not have the required qualifications or have supplied false information;
 - (3) All changes must be confirmed by the countersign of employer/responsible person.

From (year/month)	To (year/month)	Name and location of the concerned construction works	Trade involved
/	/		
/	/		
/	/		
/	/		

From (year/month)	To (year/month)	Name and location of the concerned construction works	Trade involved
/	/		
/	/		
/	/		
/	/		
Total (years)			

C. This is to certify that the aforementioned information is true and accurate in accordance with the records of the company / organisation#.

Name of company / organisation#		Signature of responsible person and company chop:	
Name of responsible person:			
Post of responsible person:			
Address:			
Tel:		Date:	

Personal Information Collection Statement

1. Collection of Personal Data

- 1.1. The information you provide to the Construction Industry Council, its affiliates, and / or its subsidiaries, including, but not limited to, the Hong Kong Institute of Construction and Zero Carbon Building, Construction Sector Imported Labour Quarters Limited (collectively, the "CIC"), including any personal data as defined in the Personal Data (Privacy) Ordinance (Cap.486), will be used solely for purposes related to the activities of the CIC. The activity and the required personal data are detailed in the application form [This Personal Information Collection Statement should be attached or printed on the application form].
- 1.2. Whether or not you provide your personal data to the CIC is voluntary. However, where you are providing information for the purpose of an application, it is necessary that you supply the CIC with complete information as specified on the application form. Otherwise, the CIC may be unable to process or consider your application. If you are under the age of 18, you should consult your parent or guardian before providing any personal data to us.
- 1.3. You are entitled to request access to and correction of any errors in your personal data. If you wish to do so, please write to the Hong Kong Construction Industry Trade Testing Centre (Data Access Request), Construction Industry Council, 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. Should you have any enquiries about our PICS and related practices, please contact us at the above address or via enquiry@cic.hk. For more information about the CIC's policies on privacy and personal data protection, you can access our Privacy Policy Statement at https://www.cic.hk/eng/main/privacy_policy_statement.

2. Purposes of Collection

Your personal data will be kept confidential and may be used by the CIC for the following purposes:

- a. Performing and exercising functions and powers of the CIC under relevant legislation, rules and sub-legislation, including but not limited to the Construction Industry Council Ordinance (Cap. 587) and Construction Workers Registration Ordinance (Cap. 583);
- b. Registering for the trade test/course/safety training/skill assessment or any other services which you apply for on the application form and assessing your eligibility thereto related;
- c. Supporting all logistics and operational measures (including but not limited to administration, security, health and safety related etc.) in place in the HKCITTC, implemented at discretion of the HKCITTC for the best interest of the public and stakeholders;
- d. Responding to situations involving risk of health and safety, including an emergency, possibly incurred during the course of the trade test/course/safety training/skill assessment or any other services;
- e. Keeping and maintaining qualification records;
- f. Conducting trade test/course/safety training/skill assessment inspections, invigilation, review and assessment;
- g. Facilitating communication with you, for example by means of SMS, WhatsApp, WeChat and/or other communication platforms/channels;
- h. Establishing, exercising and defending the CIC's legal rights, and complying with the CIC's legal and regulatory obligations (including anti-money laundering obligations, complying with orders by courts or regulators, etc.);
- i. Managing access to the CIC's premises and for security purposes;
- j. Preventing and responding to actual or potential security threats, fraud or illegal activities;
- k. Handling complaints or enquiries;
- l. Performing analysis and conducting research and surveys;
- m. Performing audits and compliance reviews to ensure compliance with the applicable CIC's policies and procedures, regulations and law;
- n. Other purposes related or incidental to the conduct of the CIC's activities; and
- o. Any other purposes that you may consent to from time to time.

3. Disclosure and Transfer of Personal Data

- 3.1 The CIC may disclose or transfer your personal data for the purposes as stated in paragraph 2 to third parties, including but not limited to the following:
 - a. Any or all of the CIC's affiliates and/or subsidiaries listed in 1.1 above;
 - b. Any third party service providers, contractors/sub-contractors that, on behalf of the CIC, operate or maintain membership, event registration, tour booking, researches and/or analysis, or carry out back-end services, administrative services, verification services, cloud services or information technology services, or provide necessary support or services to the CIC to enable us to provide our services, including any insurance, banking or third party payment gateways services used by the CIC, and any other entities that discharge contractual obligations on our behalf;
 - c. Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors;
 - d. Any party that owes a duty of confidentiality to the CIC; or
 - e. For assigned courses (e.g. Training Course for Persons Working on Suspended Working Platforms and Certification Course for Operator of Builder's Lift etc.), the related course consignor (e.g. Labour Department of the HKSAR and Electrical and Mechanical Services Department etc.) according to the related course approval conditions or requirements.
- 3.2 We may disclose and transfer your personal data in accordance with any legal or regulatory requirements or any court order applicable to the CIC.

4. Use of Personal Data Related to Direct Marketing

To keep you informed of CIC activities and developments in the construction industry which may be of interest, the CIC would like to use your personal data, including your name, phone number, correspondence and email address, to update you in relation to CIC training courses, trade testing, registration, events, promotion, job recruitment & referral and other aspects of its work and developments in the construction industry.

You are free to decide whether you wish to receive such information. If you choose not to receive information on the above, please put a tick in the box below. You may make any subsequent changes on your choice of receiving promotional materials by writing to us.

- ☐ I wish to receive any promotional information from the CIC in relation to its activities or developments in the construction industry.
- ☐ I confirm that I have carefully read and understood the above Personal Information Collection Statement.

(Please put a '✓' in the appropriate ☐)

【Declaration of Applicant】

1. I declare that all information given by me on this certification form is, to my best knowledge and belief, true and correct. I understand that giving false information or making false statement on this certification form knowingly is an offence under the law and my application is deemed to be invalid.
2. I authorise the CIC to acquire and review information about my qualifications from the issuing organisations such as my employer, government departments and statutory institutions.
3. I, the undersigned, have carefully read through and fully understood the **【Declarations by Applicant】**, **【Personal Information Collection Statements】** and all other information on this application and consent to all the terms and conditions therein.

Signature of applicant: _____

Date: _____