

滙基書院（東九龍）United Christian College (Kowloon East)
招聘服務或活動提供者/供應商 Hiring of Service/Activity Providers

活動/服務名稱 Name of activity :	多媒體研習班
聘請職位 Position Hired :	導師
聘用日期 Employment Period :	由 From 01/09/2026 至 to 31/08/2027
活動/服務日期 Dates of the activity :	逢星期三
活動/服務時間 Duration per session :	1430-1600
活動/服務節數 Sessions in total :	18堂（每堂1.5小時）
對象 Target students :	傳理學會會員（中一至中五）
每班人數 Number of students:	10-20人
提供者/供應商資歷要求 Qualifications/Requirement for service providers:	具傳理相關學歷，有從事自媒體、網媒及大眾媒體經驗者優先。
負責老師 Teacher-in-charge	LCKk 藍采淇老師

如服務提供者為個人，該導師乃自僱人士，與學校並無僱傭關係；如服務提供者為公司，則必須為本地合法註冊公司。有意者或機構，請填妥附件「個人 / 服務供應商書面報價表」，並將履歷表、公司資料(如有)及相關工作經驗電郵至 mail@uccke.edu.hk 或郵寄至學校並於信封註明申請活動名稱。

If the service provider is an individual, the tutor is a self-employed person and has no employment relationship with the school. If the service provider is a company, it must be a legally registered company. Interested candidates/companies should complete the attached 'Individual / Service Provider Written Quotation Form', and send resume, company details (if any) and relevant work experience by email (mail@uccke.edu.hk) or by mail to the school with the activity name written on the envelope:

如有查詢，請聯絡學校負責老師（電話：2343 6677）。

For enquiries, please contact the teacher-in-charge at 2343 6677.

開始日期 Date of issue: 18/8/2026

截止日期 Deadline for application : 8/9/2026

「應徵者不得向學校僱員、校董會/法團校董會成員，或負責考慮與本合約相關事宜的有關委員會的任何家長或學生代表提供利益(香港法例第201章《防止賄賂條例》所界定的「利益」)。應徵者如向有關人士提供任何利益，根據《防止賄賂條例》可構成罪行，並可導致合約無效。另外，如獲聘用，獲聘用者(無論是個人或是公司委派人士)需自願進行「性罪行定罪紀錄查核」，如獲聘用者未能提供查核紀錄，學校可取消批出的合約，而獲聘用者須為學校所蒙受的任何損失或損害負上法律責任。」

學校保留在任何情況下取消獲聘用者(無論是個人或是公司委派人士)資格的權利，尤其是當有理由相信獲聘用者的行為可能危害國家安全時。此外，學校可在以下情況下立即終止合同：獲聘用者的行為可能危害國家安全，繼續僱用獲聘用者不利於國家安全，或學校合理認為上述情況即將發生。

Applicants must not provide any benefits (as defined by the Prevention of Bribery Ordinance, Chapter 201 of the Laws of Hong Kong) to school employees, board members, or any parent or student representatives on relevant committees. Providing such benefits may constitute an offense and render the contract void. If hired, the appointee (individual or company representative) must undergo a 'Sexual Conviction Record Check'; failure to provide this record allows the school to cancel the contract and hold the appointee legally liable for any resulting losses.

The school reserves the right to cancel the appointee's qualifications in any circumstance, especially if there are concerns about their behavior posing a threat to national security. The school may immediately terminate the contract if the appointee's actions may endanger national security, if continuing their employment is detrimental to national security, or if the school reasonably believes such situations are imminent.


Dr. Cheng Kin Tak Samuel
Principal

滙基書院（東九龍）United Christian College (Kowloon East)

個人 / 服務供應商書面報價表

Individual / Service Provider Written Quotation Form

The completed form, along with a CV/Resume (for individuals) or company details and registration certificates (for companies) should be submitted via email to mail@uccke.edu.hk on or before the application deadline.

致：滙基書院（東九龍）校長

To: The Principal of United Christian College (Kowloon East)

I. 個人 / 服務供應商資料 Individual / Service Provider Information:

個人 / 服務供應商名稱 Name of Individual / Service Provider :

公司註冊號碼 (如適用) Company Registration No. (if applicable) : _____

地址 Address : _____

聯絡人 Contact Person : _____

電話號碼 Contact Number : _____

電郵地址 Email Address : _____

II. 報價項目 Quotation Items

活動 / 服務名稱 : Name of Service / Activity : (e.g. 女子排球隊教練 Volleyball Team Coach)	
活動 / 服務日期: Period of Activity / Service:	與負責老師商議 To be agreed with the teacher-in-charge
活動 / 服務報價 Quotation for the Service / Activity:	HK\$ _____ / 小時 hour*
如未能以小時為單位作出報價，請在下方空白位置詳列報價資料。 If you are unable to provide a quotation on an hourly basis, please specify the details of your quotation in the space below:	

*備註 Note: 費用將按實際出席紀錄結算。 Payment will be made according to the actual attendance record.

III. 注意事項及聲明 Notes and Declarations

1. 守法與國家安全 Law-Abiding and National Security

服務提供者須遵紀守法，共同承擔在校園內營造和平有序環境和氛圍的責任。其工作表現和行為應符合《基本法》、《香港國安法》及其他法律，並符合本校的使命和願景。學校

保留在任何情況下取消獲聘者資格或立即終止合同的權利，特別是有理由相信其行為可能危害國家安全時。

Service providers are required to be law-abiding and shoulder the co-responsibility of creating a peaceful and orderly environment and atmosphere in school. Their job performance and conduct should comply with the Basic Law, the National Security Law and other laws, and the mission and vision of the school. The school reserves the right to cancel qualifications or terminate the contract immediately, especially if there are concerns about behavior posing a threat to national security.

2. 性罪行定罪紀錄查核 Sexual Conviction Record Check (SCRC)

獲聘用者(無論是個人或是公司委派人士)需自願進行「性罪行定罪紀錄查核」，並向學校提供查核密碼以便校方因應需要進行查核。如未能提供，學校可取消批出的合約，而獲聘者須承擔學校因而蒙受的損失。

The appointee (individual or company representative) must undergo a "Sexual Conviction Record Check" (SCRC) and provide the checking code for the school to check upon request. Failure to do so allows the school to cancel the contract and hold the appointee legally liable for any resulting losses.

3. 防止賄賂條例 Prevention of Bribery Ordinance

應徵者/供應商不得向學校僱員、校董會成員，或相關委員會的家長或學生代表提供任何利益（按香港法例第201章《防止賄賂條例》所界定），否則可構成罪行並導致合約無效。

Applicants/suppliers must not provide any benefits (as defined by the Prevention of Bribery Ordinance, Chapter 201 of the Laws of Hong Kong) to school employees, board members, or parent/student representatives on relevant committees. Providing such benefits may constitute an offense and render the contract void.

申請人/服務供應商確認聲明 Applicant / Service Provider Confirmation & Declaration:

本人 / 本供應商已清楚閱讀上述招聘細節、注意事項及聲明，並同意遵守相關條款。現按照本書面報價表所列的報價提供服務。

I / Our company have read and understood the details, notes, and declarations regarding the hiring of service providers, and agree to comply with all requirements. I/We hereby submit the quotation to provide the service(s) as stated above.

獲授權簽署人姓名 (請以正楷填寫) /

Name of Authorized Signatory (In Block Letters):

簽署: _____

日期: _____