



HONG KONG INTERNATIONAL
AVIATION ACADEMY | 香港國際
航空學院

Internal Use Only:

Application ref.: DIPA20____ - _____

(A) Programme Applied For 申請課程	
Programme 課程:	Diploma in Aviation Operations 航空營運文憑
Mode of study 修讀模式:	Full-time 全日制

(B) Personal Particulars 個人資料			
Name in Chinese (same as HKID Card) 中文姓名 (與香港身份證相同)			Please affix a recent colour photo 請貼上彩色近照一張
Name in English (same as HKID Card) 英文姓名 (與香港身份證相同)	Surname 姓		
	Other Names 名		
Gender 性別	<input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女		
Date of birth (DD/MM/YY) 出生日期 (日/月/年)			
HKID card number 香港身份證號碼		Contact phone number 聯絡電話號碼	
E-mail address 電子郵件地址			
Correspondence address (in English) 通訊地址 (英文)			
Do you possess a valid HK Driving Licence? 你是否持有有效的香港駕駛執照?	<input type="checkbox"/> No 沒有 <input type="checkbox"/> Yes Please specify the class of the driving licence _____. 如有，請註明駕駛執照的類別_____。		
Are you a permanent resident of HKSAR? 你是否香港永久居民?	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 不是	Have you ever been found guilty of any offence in a court of law, whether or not in Hong Kong? 你曾否經香港或其他地方法庭裁定有罪?	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有

(C) Academic Qualifications 學歷			
I. Entry qualifications 入學學歷			
Name of Secondary School 中學學校名稱	Period of Study 修讀年期		Form/Grade Attended 修畢教育程度 (e.g. F6)
	From (MM/YY) 從(月/年)	To (MM/YY) 至(月/年)	

II. Other qualifications, please specify below (e.g IB, Certificate, Diploma or etc) 其他學歷，請在下面說明 (例如國際文憑大學預科課程、證書、文憑等)			
Name of Institution 院校名稱	Period of Study 修讀年期		Qualifications Obtained 取得學歷
	From (MM/YY) 從(月/年)	To (MM/YY) 至(月/年)	

(D) Public Examination 公開考試	
I. HKDSE Examination Result (five subjects including Chinese, English and Mathematics) 香港中學文憑考試成績 (五科成績包括中、英文及數學科)	
Year of Examination 考試年份	
Subjects Taken 科目	Level Attained 考獲成績
1. Chinese	
2. English	
3. Mathematics	
4.	
5.	
II. Other public examination result, please specify below (e.g. HKAL, HKCEE, IELTS, TOEFL or etc) 其他公開考試成績，請在下面說明 (例如香港高級程度考試、香港中學會考、雅思考試、托福考試等)	

(E) Working Experience (Please list out in chronological order) 工作經歷 (請按時間由近至遠排列)				
Organization 機構	Position 職位	Full-time/ Part-time 全職/兼職	Working Period 聘用期	
			From 從 (MM/YY) (月/年)	To 至 (MM/YY) (月/年)

(F) Personal Information Collection Statement 個人資料收集聲明

I. Collection and Use 收集和使用

1. Personal data collected from you in this programme application form will be used by the Hong Kong International Aviation Academy ("Academy"), which is operated by Hong Kong International Aviation Academy Limited ("HKIAAL") for the purposes which are directly relating to:
香港國際航空學院有限公司(「公司」)營運的香港國際航空學院(「學院」)將會使用你於本課程申請表格中提供的個人資料作與以下直接有關的目的：
 - i. processing and considering your application, registration or enrollment for the programme that you applied for ("Programme");
處理及考慮你的課程申請、註冊或入學登記程序;
 - ii. administering your attending of or participation in the Programme including but not limited to setting up student account, issuing notifications to you, conducting assessment and evaluation; and/or
管理你出席或課程的參與，包括但不限於設立學生賬戶，向你發出通知，進行評估；和/或
 - iii. handling your request to use or usage of facilities/resources of the Academy.
處理你使用學院設施/資源的要求。
2. Please note that provision of personal data as requested in all fields of this application form is mandatory. If you do not provide such personal data, the Academy may not be able to process / consider your application as well as administering / handling the matters as mentioned in paragraph 1 above.
請注意，這申請表格所有要求提供的個人資料都是必須填寫的。如果你未能提供這些個人資料，學院可能無法處理 / 考慮你的申請以及管理 / 辦理上述第 1 段所提列的用途。
3. Personal data provided by applicants not admitted as a student of the Academy will be destroyed after the completion of the admission exercise.
在完成收生後，我們會將銷毀未獲取錄為學院學生申請人的個人資料。
4. The Academy will keep any personal data held by us confidential. Such personal data will only be accessed by our authorised personnel for the purposes for which such personal data were collected.
學院對本院持有的任何個人資料將會保密。已收集的個人資料僅供我們的授權人員讀取及其收集的用途。

II. Transfer of Data 資料轉移

5. Personal data collected may be disclosed or transferred to partnering education institutions of the Academy providing or involved in providing the Programme; Airport Security service providers and/or our administration services contractors/agents for the purposes as stated in paragraph 1 above (whether within or outside Hong Kong).
收集的個人資料可能會被披露或轉交給為學院提供課程的合作教育機構；機場保安服務供應商，及/或我們的管理服務承包商/代理商以用於上述第 1 段所述的目的(無論是在香港境內或境外)。

III. Access to Personal Data/ Enquiries 查閱個人資料/查詢

6. You have the right to request access to and correction of your personal data held by HKIAAL in accordance with the Personal Data (Privacy) Ordinance (Cap. 486). HKIAAL may charge you a reasonable fee for handling your request for access to your personal data.
你有權根據「個人資料(私隱)條例」(第 486 章)要求查閱及更改本公司所持有的個人資料。本公司可能會向你收取合理的費用，以處理你查閱個人資料的請求。
7. If you wish to access / correct your personal data held by HKIAAL, please complete the Data Access Request Form specified by the Privacy Commissioner for Personal Data under section 67 of the Personal Data (Privacy) Ordinance. Such form can be downloaded from the website of Privacy Commissioner for Personal Data.
如果你希望查閱 / 更改本公司所持有的個人資料，請填寫個人資料私隱專員根據「個人資料(私隱)條例」第 67 條所指定的資料查閱申請表格。此表格可從個人資料私隱專員公署網站下載。
8. Please send your data access request, data correction request or any enquiries concerning your personal data to the Personal Data Officer of Hong Kong International Aviation Academy at dao@hkiaacademy.com.
你可發送電郵至 dao@hkiaacademy.com 向香港國際航空學院個人資料官員要求查詢、查閱或更正個人資料。
9. I acknowledge that I have read and agree to the above Personal Information Collection Statement including the collection and use of my personal data by the Hong Kong International Aviation Academy in accordance with the said statement.
本人確認已閱讀並同意香港國際航空學院根據上述聲明收集及使用我的個人資料。

Applicant's signature 申請人簽名

Date 日期

(G) Declaration 聲明

- I. I understand that I may have to provide additional information or documentary proof in support of my application as may be requested by the Hong Kong International Aviation Academy.
我明白，香港國際航空學院可能要求我提供額外的資料或證明文件以支持我的申請。
- II. I understand that original certificates in support of the qualifications listed in this application form will be required for verification upon request by the Hong Kong International Aviation Academy and failing to produce these documents for verification may result in disqualification of my application for admission.
我明白，根據香港國際航空學院的要求，申請書所列的證書原件必須經驗證核實。我未能出示這些文件進行驗證，可能會導致我的入學申請資格被取消。
- III. I declare that all information given in this form and any documents attached hereto or subsequently provided are true, accurate and complete to the best of my knowledge. I understand that any misrepresentation will result in disqualification of my application.
我聲明，就我所知，此表格中提供的所有資料和任何附件或隨後提供的任何文件均屬真實、準確和完整的。我明白任何虛假陳述都會導致我的申請資格被取消。

Applicant's signature 申請人簽名

Date 日期

Application and Interview Procedures 申請及面試程序:

1. Please send the completed application form together with the following supporting documents to dao@hkiaacademy.com. (Each email including attachments must not exceed 10 MB)
請將填妥的申請表連同以下證明文件電郵至 dao@hkiaacademy.com。(每個電郵連附件不得超過 10 MB)
 - HKID card 香港身份證
 - Education qualifications and transcripts 學歷證明文件及成績表
 - Other relevant supporting documents (if applicable) 其他相關證明 (如有)
2. Upon receipt of all the required documents, applicants will be invited to selection interviews.
收妥文件後，申請者將獲通知參加入學面試。

For Live Programme Information Seminar and more course details, please refer to www.hkiaacademy.com.

現場課程簡介及更多課程資訊，請瀏覽 www.hkiaacademy.com。