

To: Development Bureau

**Labour Importation Scheme for the Construction Sector
Confirmation Form on Local Recruitment**

Name of the works contract : _____
Contract no. : _____

In connection with the application for importation quota for the above-mentioned works contract under the Labour Importation Scheme for the Construction Sector (“Construction Sector Scheme”), we confirm that (Please put a ✓ as appropriate):

We have completed the local recruitment for the above-mentioned contract in the following channels **no more than four months preceding the application** in accordance with the provisions of the “Construction Sector Scheme”: (please complete Parts (A) and (B))

Part (A)

Recruitment advertisements for a continuous period of 14 calendar days, from _____ to _____, through at least one of the following channels:

- Interactive Employment Service website of the Labour Department (LD);
- Construction Industry Job Portal – easyJob of the CIC;
- Two separate recruitment advertisements published in local newspaper(s) (in online/print forms) or recruitment agency’s website(s).

AND

Part (B)

Recruitment days (of six half-day sessions) within a period of 14 calendar days, from _____ to _____, through at least one of the following channels:

- Job recruitment day at the Construction Industry Recruitment Centre of LD;
 - Job recruitment day at the Recruitment desk of the Construction Industry Council (CIC)¹;
 - Quarterly job fairs co-organised by the CIC and the principal contractors / subcontractors.
- We and/or the relevant subcontractor-employer confirm that the above local recruitments were conducted in accordance with the requirements promulgated by the Development Bureau (DEVB) under the Construction Sector Scheme (including the prevailing employment terms published through the designated webpage of the scheme (<https://www.devb.gov.hk/en/css>) for the eligible trades/disciplines such as number of normal working days per month/per week, number of normal working hours per day, minimum work experience requirements, and wages for the employment should be paid on a monthly basis and no less than the prevailing median monthly wages of local labour of the corresponding trades/disciplines).

¹ Applicant may check the website of the CIC for the address and opening hours of the recruitment desk of the CIC.

The monthly salary for each of the post as advertised in the above recruitment advertisement is as follows:

	Trade/Discipline	Hong Kong Dollar
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

During the local recruitment period as mentioned above, _____ job-seeker(s) (If nil, please fill in "0") has / have applied for the post(s). The information of recruitment result is provided in the **“Record Form on Recruitment of Local Labour”** for your reference.

We understand that the DEVB and/or its agent may require us to submit detailed information about the job application of individual job seekers (including application records and interview records), and approach the job-seekers to check the recruitment records. We have sought the consent of the job-seekers for disclosing their personal data to the DEVB and/or its agent. For job-seekers who have refused to give consent, we will redact their personal data from the recruitment records before submitting the recruitment records to the DEVB and/or its agent.

I declare that the information furnished here and in the “Record Form on Recruitment of Local Labour” is true and accurate. I understand that if I knowingly or wilfully make any false statement or withhold any information, or otherwise mislead the DEVB, the DEVB will terminate the processing of this application and may take administrative sanctions as set out in the Guidance Notes for Application for Labour Importation Quota including receipt of warning letter, revocation of any approval granted to me for importation of labour and/or debarring me from application under the Construction Sector Scheme within a specific period of time, and also I shall bear the legal responsibilities.

Signature of authorised
representative#

Company chop

_____)
(Name

Date : _____

#The name, signature and company chop must be the same as the applicant’s name, signature and company chop in Part 8 of the “Construction Sector Scheme” application form.

Remarks: The applicant should keep for six months after the issue date of the Notice of Quota Application Result original copy/printout of the above recruitment advertisement(s), documents of proof that such recruitment advertisement(s) has/have been published on the Interactive Employment Service website of the LD / Construction Industry Job Portal – easyJob of the CIC / in local newspaper(s) / on recruitment website(s) for a continuous period of 14 calendar days, documents of proof of hosting recruitment days (of six half-day sessions) within a period of 14 calendar days at the Construction Industry Recruitment Centre of LD / Recruitment desk of the CIC / Quarterly job fairs co-organised by the CIC and the principal contractors / subcontractors, and the application record and interview record (if applicable) of each job-seeker (including the name and contact information of the job-seeker, whether he/she was successfully employed, the reason(s) for not being employed, and the reason(s) for declining the offer, etc.) for random check by the DEVB and/or its agent.

Labour Importation Scheme for the Construction Sector

Record Form on Recruitment of Local Labour

(Recruitment Period: _____ to _____)

(If applying for more than one type of trades/disciplines, please copy this form)

Name of the works contract : _____

Contract no. : _____

Signature of authorised
representative

Company chop

(Name)

Date : _____

Name of trade/discipline : _____

A. No. of job-seeker(s) applied for the post : _____ (If nil, please fill in "0")

B. No. of job-seeker(s) invited to attend interview : _____
Interview Period : _____ to _____

Remarks		
(1) Please fill the number of person(s) in the bracket. If nil, please fill in "0".		
(2) Each job-seeker may have more than one reason for having employment terminated after employed/declined offer/not employed.		
No. of job-seeker(s) have been employed when filling out the form ()	No. of job-seeker(s) declined offer ()	No. of job-seeker (s) not employed ()
No. of person(s) still in employment when filling out the form ()	No. of person(s) declined offer due to following reason(s):	No. of person(s) not employed due to following reason(s):
No. of person(s) terminated employment when filling out the form ()	<ul style="list-style-type: none"> ● Remuneration () ● Work nature () ● Work environment () ● Working hours () ● Others (please specify): () 	<ul style="list-style-type: none"> ● Academic level not () attained ● Lack of essential () experience ● Lack of essential skill(s) () ● Language requirement(s) () not met ● Others (Please specify): ()
No. of person(s) quitted the job due to following reason(s): <ul style="list-style-type: none"> ● Remuneration () ● Work nature () ● Work environment () ● Working hours () ● Others (please specify): () 	_____	
Refused or failed to attend interview ()		

C. No. of job-seeker(s) not invited to attend interview: _____

Remarks	
(1) Please fill the number of person(s) in the bracket. If nil, please fill in "0".	
(2) Each job-seeker may have more than one reason for not being invited to attend interview.	
No. of job-seekers not invited to interview due to following reason(s) :	
<ul style="list-style-type: none"> • Academic level not attained () • Lack of essential experience () • Lack of essential skill(s) () • Language requirement(s) not met () • Others (please specify) : () 	_____