

[Name of Employment Agency]

[職業介紹所名稱]

[Address]

[地址]

[Telephone and Fax Number/Email Address]

[電話及傳真號碼 / 電郵地址]

Sample Service Agreement
(Between employment agency and employer)
職業介紹所與僱主簽訂的服務協議樣本
[For non-FDH employer]
[適用於非外傭僱主]

This Agreement is made on ___ [Date] ___ between ___ [Name of Employment Agency] ___ and the undersigned client (i.e. employer) whose particulars are set out in Part I.

本協議由 [職業介紹所名稱] 及以下簽署客戶 (即僱主) 於 ___ 年 ___ 月 ___ 日訂立，僱主資料已載於第一部。

Part I: Information of Employer

第一部：僱主資料

Name in Chinese 中文名稱 / 姓名:

Name in English 英文名稱 / 姓名:

Telephone No. 電話號碼:

Address and email address 地址及電郵地址:

Part II: Type of Services Sought[#]

第二部：聘請僱員類型[#]

Vacancies Title 職位空缺：	
Job Description 職位描述：	
Requirements of candidates 求職者要求：	
Vacancies Nature 職位性質：	<input type="checkbox"/> Part time 兼職 <input type="checkbox"/> Full time 全職
Employment Terms 聘用形式：	<input type="checkbox"/> Permanent 長工 <input type="checkbox"/> Temporary 臨時工 <input type="checkbox"/> Summer Job 暑期工 <input type="checkbox"/> Others (please specify) 其他 (請註明) : _____

[#] Please "✓" as appropriate

[#] 請在適當方格內填上「✓」號

Part III: Service Charge Details

第三部：收費詳情

Agency fee : \$ _____, which covers the following services:

服務收費：\$ _____，包括以下服務：

Part IV: Payment Schedule#

第四部：付款安排 #

<input type="checkbox"/> Payment in full upon completion of recruitment service 完成服務後全數付清 <input type="checkbox"/> Other (please specify): _____ 其他(請註明)：_____	<input type="checkbox"/> By _____ installments: 分 _____ 期付款： 1 st installment 第一期(\$ _____) due by(date) 於(日期) _____ 繳付 2 nd installment 第二期(\$ _____) due by(date) 於(日期) _____ 繳付
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Part V: Other Terms and Conditions of this Service Agreement

第五部：本服務協議的其他條款及細則

<List other terms and conditions of this Service Agreement here eg. guarantee period, refund arrangement, etc.>
<在此列出協議的其他條款及細則如保證條款及退款安排等>

Signature of Client (Employer)
客戶(僱主)簽署

Signature of Employment
Agency Representative
職業介紹所代表簽署

Company Chop of
Employment Agency
職業介紹所的公司印鑑

Name of Client (Employer) (Name 姓名: _____)

客戶(僱主)姓名: _____ (Position 職位: _____)

Date 日期: _____ Date 日期: _____

Note 1: According to the Code of Practice on Employment under the Disability Discrimination Ordinance published by Equal Opportunities Commission, employers should ensure that the medical information is relevant to the particular duties and responsibilities of the job and should be obtained only if it is necessary to ascertain that the person is able to carry out the inherent requirements of the job.

註1：根據平等機會委員會公佈的殘疾歧視條例僱傭實務守則，僱主若要求求職者接受身體檢查，應確保醫療資料與工作的職責和責任相關，並只應在需要確定應徵者能否執行工作的固有要求時，才索取相關的健康資料。

Note 2: This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

註2：此樣本文件只供參考，有關人士在使用前須確保其內容適合作相關用途。如有需要，應尋求專業人士的獨立意見。

Please “✓” as appropriate

請在適當方格內填上「✓」號