

Report on Staff Changes of Child Care Centre

幼兒中心職員變動報告

Name of Child Care Centre : _____
中心名稱

In accordance with R. 7(2) of Child Care Services Regulations, where any change in the staff occurs, the supervisor shall inform the Director of Social Welfare in writing thereof within 14 days of the occurrence.

根據幼兒服務規例第七條第二款，職員如有任何變更者，中心主管須於變更後十四日內以書面通知社會福利署署長。

Full Name in English and Chinese	H.K.I.C./ Passport No.*	*Date of joining the centre	Post	Working Hours 工作時間			*Date of leaving the centre	Staff Inclusion No. (please specify CCC/S, CCC/W or TCCW)	First Aid Certificate No. and expiry date
				(Please ✓) (請 ✓)		Other working hours (Please specify time) 其他工作時間 (請註明時間)			
				AM + PM	AM	PM			
中英文姓名	身份證 / 護照號碼*	到職日期	職位						

(seal of Agency)
機構印鑑

* Please delete as appropriate
請將不適用者刪去

Signature : _____
簽名
Name/Post : _____
姓名/職位
Tel. No. : _____
電話號碼
Date : _____
日期