

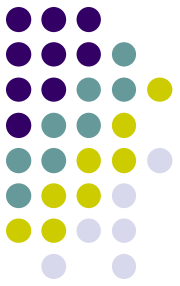
Practical Tips for preparing and submitting the application for CSE

Documents/Information Required



	Document / Information Required	Document submitted/ Action taken by applicant on or before <u>22 May 2020 (Friday) 5pm</u>	Action by Secretariat of CSE
1.	Application and Structured CV Form with: - Passport photo - Supporting documents, if appropriate	✓	
2.	HKICBSC Assessment Forms (in chronological order)	✓	
3.	Staff Development Review Report		
(i)	<u>For HA BST</u> : Ensure completed SDR reports should reach hospital/ cluster HR on or before 22 May 2020	✓	
(ii)	<u>For HA BST</u> : Collect SDR reports from HR		✓
(iii)	<u>For Non-HA BST</u> : individual submission of at least 1 completed SDR form (SDR format for HA staff) on or before 29 May 2020	✓	
4.	Assessment forms from 3 referees		
(i)	Provide accurate information about 3 referees in the Application and Structured CV Form	✓	
(ii)	Collect Referee Assessment Forms		✓

Important Dates



Application Deadline

22 May 2020 (Friday) 5:00 pm

Late application will NOT be accepted

Please return the completed 'Application & Structure CV Form' together with full set of 'HKICBSC Assessment Form For Basic Surgical Training' via email.

By Email: hacse@ha.org.hk

Selection Interview

16 June 2020

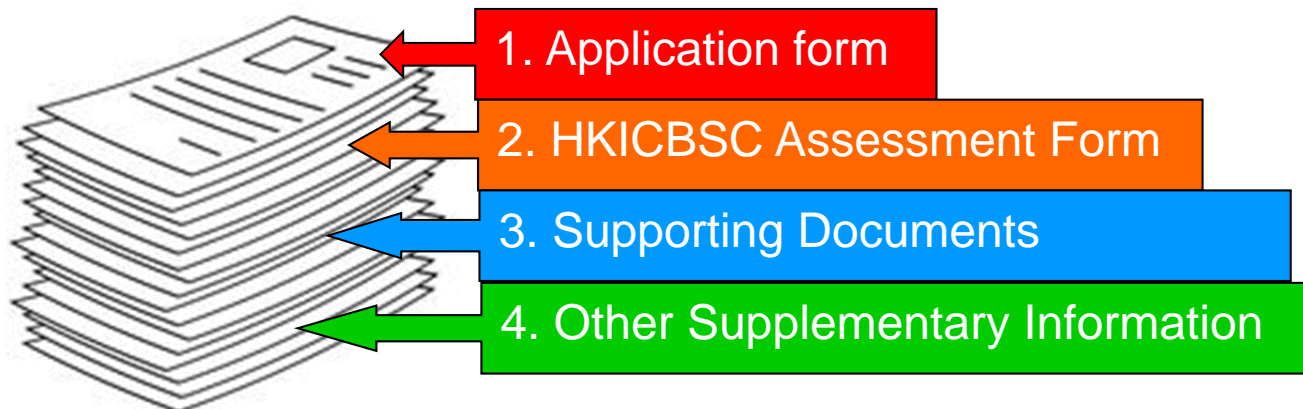
(Reserve Day: to be confirmed)

Documents/Information Required

- MUST be arranged in **original orientation**
(Use the ***Page Thumbnails*** function if necessary)
- MUST be saved in **PDF format**
- MUST be organized and arranged **in the following sequence:**



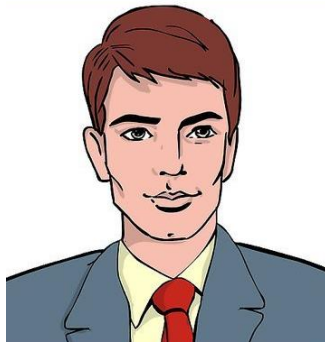
1. Application and Structured CV Form
2. HKICBSC Assessment Forms (in chronological order)
3. Supporting Documents for items listed in the Application and Structured CV form
4. Other Supplementary Information for the matters/items which are not included in the application form



Application and Structured CV Form



- Passport photo taken within the last 6 months to reflect current **professional** appearance



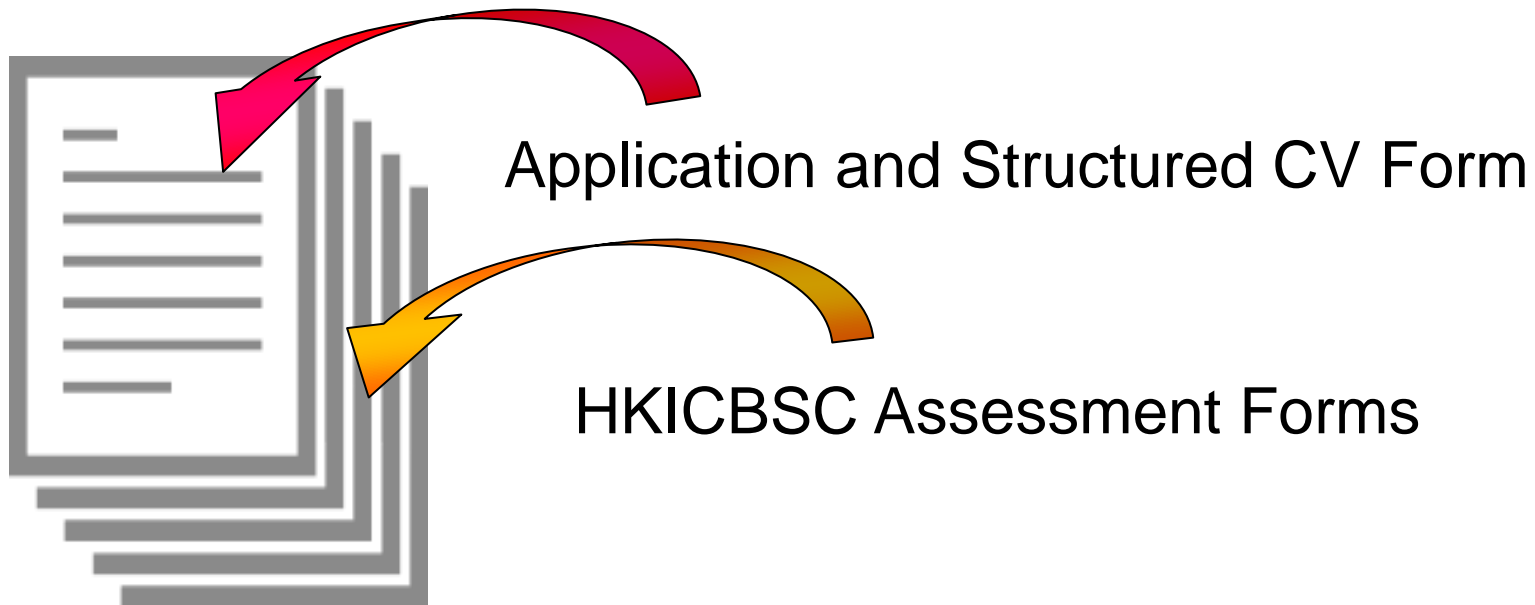
- To fill in details in application form, please
 - write **neatly in Block Letters** OR
 - type using **“Times New Roman 12 points”**
- To sign the application form before submission



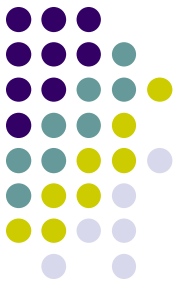
HKICBSC Assessment Forms



- To check/clarify the rotation and assessment periods with the College of Surgeons of Hong Kong
- To arrange the assessment forms in chronological order



Supporting Documents (if any)

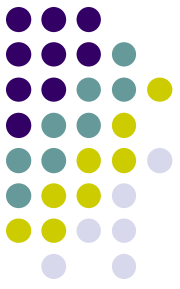


- MUST be organized and arranged according to the sequence of the related items listed in the Application and Structured CV Form

Example:

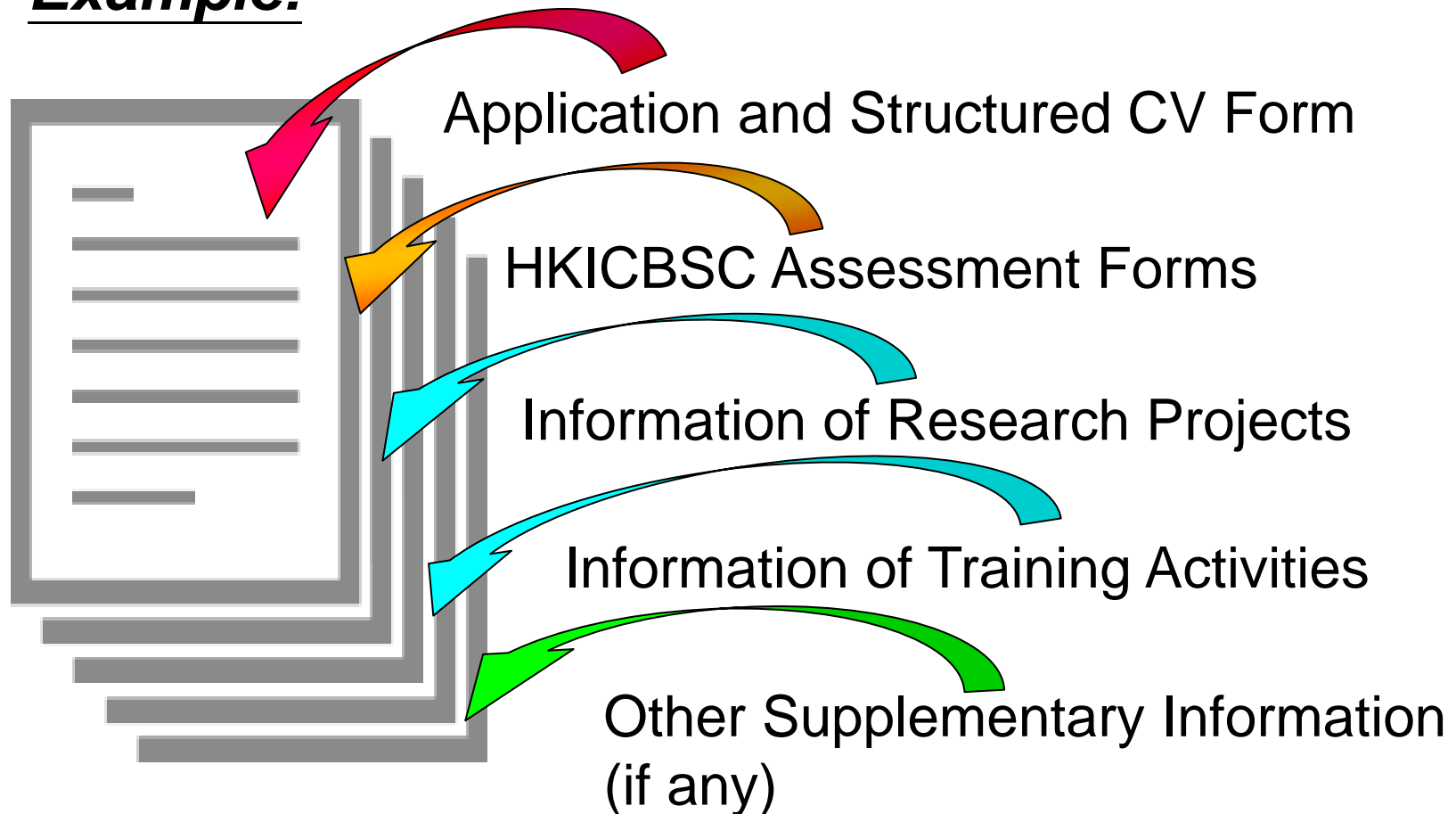


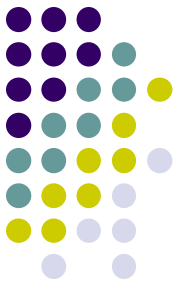
Other Supplementary Information (if any)



- MUST be organized and arranged after Supporting Documents

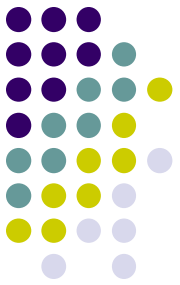
Example:





Arrangements for Adverse Weather Conditions

Arrangements during Adverse Weather Conditions for CSE Interview

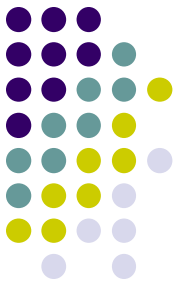


- Interview will be **suspended** if Tropical Cyclone Warning Signal No.8 or above / Extreme Conditions / Black Rainstorm Signal is still in force:
 - **at 7:00 AM**, the AM interview will be suspended.
 - **at 11:30 AM**, the PM interview will be suspended.

- Interview will be **held as scheduled** if Tropical Cyclone Warning Signal No.8 or above / Extreme Conditions / Black Rainstorm Signal is cancelled:
 - **before 7:00 AM**, the AM interview will be held as scheduled.
 - **before 11:30 AM**, the PM interview will be held as scheduled.

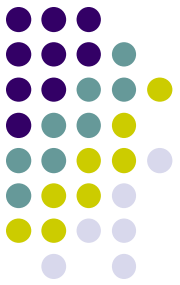
Contact Us

The Secretariat of Conjoint Selection Exercise (CSE)



- **Phone:**
2300 7735
- **Email:**
hacse@ha.org.hk
- **Address:**
Room 528N,
Hospital Authority Building,
147B Argyle Street, Kowloon,
Hong Kong

Contact of Respective Colleges



- CSHK
 - Tel: 2871 8799
 - Email: info@cshk.org
 - Website: <http://cshk.org/cshk.php?page=index>
- HKCOS
 - Tel: 2871 8722
 - Email: hkcoss@hkcoss.org.hk
 - Website: <http://www.hkcoss.org.hk/>
- HKCORL
 - Tel: 2871 8733
 - Email: info@hkcorg.hk
 - Website: <https://www.hkcorg.hk/main.php>