



Cautious Selection of Jobs
Brings a Pleasant Job Experience

**A Guide for Students
Seeking Summer Jobs**



Labour Department



Foreword

Many students look for jobs during summer holidays every year. With the increased complexity of the society, they may easily come across employment traps in the hunt for summer jobs. Therefore, before applying for a job, they should consider the nature of the job and assess whether they are capable of doing it. Besides, they should beware of being defrauded of money or other benefits due to their eagerness to secure employment or the temptation of accepting high-paying jobs. As employment traps emerge in different forms and change all the time, students should always be cautious and stay alert when searching for jobs, lest they fall into these traps.

Students who join the labour market for the first time may be interested in attempting different kinds of jobs eagerly. However, they should not overlook the importance of occupational safety. Students are advised to select summer jobs prudently and avoid taking up dangerous work, such as construction work, work involving operation of heavy machinery, handling of chemicals and corrosive materials as well as work processes involving elevated temperatures. They should use safety equipment provided by the employer and strictly observe safety regulations of the workplace while at work.

To put it in a nutshell:

Cautious Selection of Jobs Brings
a Pleasant Job Experience.



COMMON EMPLOYMENT TRAPS

1

Pyramid Selling Schemes

Be cautious about sales jobs offering handsome pay or generous commissions. Some marketing companies or companies of direct sales place recruitment advertisements and persistently persuade applicants during job interviews to buy their products or convince them to buy their goods in order to join their sales business. Job seekers may be persuaded to borrow money from financial institutions, or even go into bankruptcy if they fail to repay the loan. If you find that the job involves hierarchical sharing of commission (i.e. pyramid selling) and the prices of the goods are higher than the market prices; or participants have to pay a large sum of money to join the scheme and make profit through recruiting scheme members (including relatives and friends) as your lower-tiered staff rather than selling products, you should decline the job offer.



2

Vice Traps

Many entertainment establishments may engage in vice activities in disguise. Usually, the operators use high-paying jobs to attract job seekers who will uncover the truth only after they have signed the contracts. You should be alert and avoid being lured to engage in such business.

3

Talent Scout Scams

Some people introduce themselves as representatives from modeling agencies or dubbing companies. They will approach internet surfers or passers-by and claim that they have great potential to be models in commercials, singers, movie stars or fitting models, thereby inducing them to pay fees for training classes, beauty services or fitness courses, or camera charges, recommendation fee or deposits. However, no job may be referred eventually and the money paid will not be returned. The job seekers may even fall into vice traps.



4

Financial and Investment Scams

Some swindlers pose themselves as operators of foreign exchange investment or marketing companies and offer handsome pay to enlist job seekers for the posts of clerk, copyist and cleaning staff, etc. They then persistently encourage their staff to make investment or even persuade them to be transferred to investment posts in order to entice them to pour in their own or their relatives' and friends' money. In the end, they deceive their staff's money by claiming that the investments have failed.



5

Theft of Personal Data

Under the pretext of recruitment, the culprits solicit important personal data from job seekers, such as information on bank accounts and credit cards. The personal data obtained will be used for application for loan from banks or financial institutions in the name of the job seekers, who eventually have to bear the responsibility of repaying the loan.



6

Unlawful Work

Some bad elements manipulate young people to commit illegal deeds, such as selling pirated or counterfeit goods, illegal fund raising, debt collection for loan sharks, and money laundering through offering bank account data so that they may get off the hook when the crime is detected by the police. You should beware of being manipulated to commit illegal deeds and avoid getting into trouble.



7

Charging Unreasonable Fees

Some swindlers invent reasons under the pretext of recruitment to impose unreasonable fees on job seekers in the name of different charges, such as registration fee, data processing fee, administration fee and documentation fee.



8

Luring Job Seekers to Pursue Further Studies

Under the pretext of recruitment, some swindlers induce job seekers to pay fees for training classes or other courses during job interviews. You should be alert to these scams.





Telephone Numbers and Addresses for Enquiries

When looking for summer jobs, students may have questions and doubts, such as vacancies available, the provisions of the Employment Ordinance and occupational safety, etc. The following are some useful telephone numbers and addresses for enquiries:

Labour Department's Offices

Labour Department's Job Centres:

Hong Kong East Job Centre

34/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong 2591 1318
(Exit A5, Wan Chai MTR Station)

Hong Kong West Job Centre

4/F, Western Magistracy Building, 2A Pokfulam Road, Sai Ying Pun, 2552 0131
Hong Kong (Near Western Police Station)

North Point Job Centre

12/F, North Point Government Offices, 333 Java Road, North Point, 2114 6868
Hong Kong (Exit C, Quarry Bay MTR Station)

Kowloon West Job Centre

9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, 2150 6397
Kowloon (Exit C1, Shamshuipo MTR Station)

Kowloon East Job Centre

Room 705-6, 7/F, Stelux House, 698 Prince Edward Road East, 2338 9787
San Po Kong, Kowloon (Next to Cognition College and Near Yue Xiu Plaza)

Kwun Tong Job Centre

10/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, 2342 0486
Kwun Tong, Kowloon (Exit D4, Kwun Tong MTR Station)

Tsuen Wan Job Centre

2/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, 2417 6197
New Territories (Exit A, Tsuen Wan MTR Station)

Tuen Mun Job Centre

Units 5-10, 27/F, Tuen Mun Parklane Square, 2 Tuen Hi Road, Tuen Mun, 2463 9967
New Territories (Near Tuen Mun Town Hall)

Yuen Long Job Centre

2/F, Yuen Long Centre, 55 Sau Fu Street, Yuen Long, New Territories 3692 5750
(Exit E, Long Ping MTR Station)

Shatin Job Centre

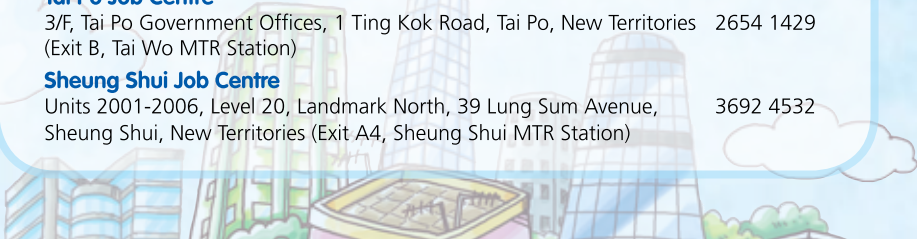
2/F, Shatin Government Offices, 1 Sheung Wo Che Road, Shatin, 2158 5553
New Territories (Exit B, Shatin MTR Station)

Tai Po Job Centre

3/F, Tai Po Government Offices, 1 Ting Kok Road, Tai Po, New Territories 2654 1429
(Exit B, Tai Wo MTR Station)

Sheung Shui Job Centre

Units 2001-2006, Level 20, Landmark North, 39 Lung Sum Avenue, 3692 4532
Sheung Shui, New Territories (Exit A4, Sheung Shui MTR Station)





Labour Department's Recruitment Centres:

Recruitment Centre for the Catering Industry

34/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong
(Exit A5, Wan Chai MTR Station)

Job seeker Hotline: 2594 7800

Recruitment Centre for the Retail Industry

34/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong
(Exit A5, Wan Chai MTR Station)

Job seeker Hotline: 2594 7833

Labour Department's Occupational Safety & Health Branch (Occupational Safety)

25/F, Western Harbour Centre, 181 Connaught Road West, Hong Kong 2559 2297

Labour Department's Occupational Safety & Health Branch (Occupational Health)

15/F, Harbour Building, 38 Pier Road, Central, Hong Kong 2852 4041

Labour Department's Employees' Compensation Division & Labour Relations Division Enquiry Hotline

* (the hotline is handled by "1823 Call Centre") 2717 1771*

Other Departments or Organizations

Hong Kong Police Force

Commercial Crime Bureau's Enquiry Hotline 2860 5012

Consumer Council

Consumer Complaint & Enquiry Hotline 2929 2222

Social Welfare Department

Enquiries on organizations granted with Public Subscription Permit 2832 4311

Education Bureau

Careers Guidance Team 3698 4222

Hong Kong Association of Careers Masters & Guidance Masters

2671 1722

Interactive Employment Service Website
www.jobs.gov.hk



Tips on “Beware of Employment Traps”

1

Tip 1

Check carefully and don't be greedy for petty gains

Don't be greedy for small gains or “quick money” by taking up posts offering attractive pay but with low job requirements. Don't hastily accept a job that is offered through recruitment conducted in a sloppy manner.

2

Tip 2

Protect personal data securely and play safe to avoid mishaps

Never rashly give important personal information and documents such as the ID card number or PINs of ATM cards to others. Mind your personal safety when going for a job interview. If you have to attend an interview at an unfamiliar place, ask a relative or a friend to accompany you.

3

Tip 3

Seek background information and study contract terms

Check the background of the company to see whether its business is lawful. In addition, be cautious when signing an employment contract. Make sure that you fully understand the contract terms and the employee's rights and

benefits. Be aware that jobs in certain companies require job seekers to work as self-employed persons or non-employees. As there is no employer-employee relationship between the two parties, persons engaged under such a contract may not be entitled to protection under the Employment Ordinance.

4

Tip 4

Beware of job duties and don't yield to persuasion

Don't be easily convinced to take up a job that is different from what is described in the job advertisement and unfamiliar to you. Bear in mind that you provide services to the employer to earn remuneration. It is not necessary for you to make any payment in advance. Be alert if you are lured to pay fees for training courses or beauty treatments.

5

Tip 5

Pay attention to current affairs and seek assistance immediately

Keep abreast of current affairs and beware of the tricks of swindlers. If you have doubts or find that you have been defrauded, seek assistance from your family, teachers or relevant government departments as soon as possible.