

# Application Form for Employment 職位申請書

Post applied for 應徵職位		Post reference 職位編號	
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## Personal Particulars 個人資料

Name in English (as shown on HKID / Passport) 英文姓名 (如身分證/護照上所示)		Recent Photo 近照
Surname 姓氏	Given name 名字	
Name in Chinese (as shown on HKID / Passport) 中文姓名 (如身分證/護照上所示)		
Surname 姓氏	Given name 名字	
Date of Birth 出生日期	Gender 性別	Nationality 國籍
DD日 / MM月 / YYYY年	<input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女	
Hong Kong Identity Card Number 香港身分證號碼		
Passport/Travel Document Number 護照/旅遊證件號碼 (For candidates without Hong Kong Identity Card) (本欄供沒有香港身分證的申請人填寫)		
Length of Residence in Hong Kong 在香港居留時間		Marital Status 婚姻狀況
		Year 年/Month 月
Residential Address 住址		
Contact Telephone Number 聯絡電話	Residential Telephone Number 住所電話	
E-mail Address 電郵地址		
Emergency Contact & Relationship 緊急聯絡人及關係		Contact Number 聯絡電話

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### Academic Qualifications (Please start from the most recent information)

學歷 (請由最近期資料開始填寫)

Dates (MM/YYYY) 日期(月/年)		Name of Institution 院校名稱	Qualification Obtained 所獲學歷	Mode of Attendance (e.g. Full-time/Part-time) 修讀方式 (如全日制/兼讀制)
From 由	To 至			

### Employment record to date (Please start from the most recent information first)

工作履歷 (請由最近期資料開始填寫)

Dates (MM/YYYY) 日期(月/年)		Name of Organization 機構名稱	Position held 職位	Full-time/ Part-time 全職/ 兼職
From 由	To 至			

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## Personal Reference 個人推薦

Please provide one referee, preferably your former supervisor.

請提供一位諮詢人的資料，盡可能是你以前的上司。

Name 姓名	Position and relationship with you 職位及與你的關係
Name of organization 工作機構	Correspondence address 通訊地址
E-mail address 電子地址	Telephone number 電話號碼

## Information of Applicant 申請者資料

Teacher registration number (for applicants of teaching posts only)

教師註冊編號 (供教學職位申請者填寫)

Subjects and levels you prefer to teach (for applicants of teaching posts only)

擬任教科目 (供教學職位申請者填寫)

Total Teaching Experience [year(s) and month(s)] (for applicants of teaching posts only)

總教學年資 [年及月] (供教學職位申請者填寫)

Post-Secondary Education 大專或以上		Primary Education 小學	
Secondary Education 中學		Pre-Primary Education 學前教育	

If you are serving or have ever served in Education Organisation(s), do you have any previous record(s) of disciplinary offence whilst in employment?

如你現時或曾在教育機構任職，在任職期間曾否有任何違反紀律的紀錄？

Yes 是  No 否

If yes, please give details

如有，請列明詳情

Note: A record of disciplinary offence is not necessarily a barrier to employment.

註：如申請人曾有違反紀律紀錄，不一定因此而不予錄用。

	Monthly 月薪	Hourly 時薪
Expected Salary (HK\$) 期望薪酬(港幣)		

Available Date (DD/MM/YYYY)

如獲聘用可到任日期 (日/月/年)

## Time availability 工作時間

Please indicate your availability by a tick. 請剔選你能工作的時間。

Monday 星期一	Tuesday 星期二	Wednesday 星期三	Thursday 星期四	Friday 星期五	Saturday 星期六
<input type="checkbox"/> M 上午	<input type="checkbox"/> M 上午	<input type="checkbox"/> M 上午	<input type="checkbox"/> M 上午	<input type="checkbox"/> M 上午	<input type="checkbox"/> M 上午
<input type="checkbox"/> A 下午	<input type="checkbox"/> A 下午	<input type="checkbox"/> A 下午	<input type="checkbox"/> A 下午	<input type="checkbox"/> A 下午	<input type="checkbox"/> A 下午
<input type="checkbox"/> E 晚間	<input type="checkbox"/> E 晚間	<input type="checkbox"/> E 晚間	<input type="checkbox"/> E 晚間	<input type="checkbox"/> E 晚間	<input type="checkbox"/> E 晚間

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## 聲明 Declaration

本人 \_\_\_\_\_ 謹聲明，

I, \_\_\_\_\_, declare that

\* 請別選以確認下列各項。

\* Please tick to confirm the following statements.

- (1) 本人同意院校可就進行與聘用有關的事宜，及為核實早前向院校所遞交的資料而進行必要的查詢。本人授權所有政府部門及其他組織或機構可就這些查詢，透露任何有關的紀錄及資料，其中包括，在提出聘任或繼續聘任前，向本人的現行及/或前僱主或其他人士索取一份推薦書/工作表現評核報告；向有關當局/機構/醫護人員索取本人的體格檢查報告、醫事委員會報告或診療紀錄，及將有關資料送交其他當局/機構/醫護人員；以及向有關的政府部門/院校/機構查詢本人的學歷/語文/專業資格和索取有關紀錄，及將有關資料送交其他政府部門/當局/機構進行學歷評審。  
I consent to the College making any necessary enquiries for purposes relating to employment with the College and for the verification of the information given. I authorise all government departments and other organisations or agencies to release any record or information as may be required for these enquiries (including, inter alia, obtaining a reference/ performance appraisal report(s) from my current and/or previous employer(s) or related person before offer of appointment or continuation of employment; obtaining my medical examination reports, medical board reports or medical records from relevant authorities/ agencies/ medical personnel and transferring of such data to other authorities/ agencies/ medical personnel; and making enquiries from relevant government departments/ institutions/ agencies regarding my academic/ language/ professional qualifications and obtaining relevant records and transferring of such data to other government departments/ authorities/ agencies for qualifications assessment).
- (2) 本人明白並同意，如有需要，早前向院校所遞交的資料會送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行與院校招聘工作及聘用有關的事宜，例如學歷評審、體格檢查、僱主推薦及操守審查等。  
I understand and accept that the information given above will be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with the College e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary.
- (3) 本人從未在香港或其他地方被裁定干犯刑事罪行。如有，本人已如實申報並提供詳情及有關文件。  
I have never been convicted of a criminal offence in Hong Kong or elsewhere. If yes, I have provided details and attach relevant document(s).
- (4) 本人從未在香港或其他地方遭拒絕註冊為校董或教員，或曾遭拒絕獲准許教學，或曾獲如此註冊或准許而後註冊或准許被取消。  
I have never been refused to be registered as a manager of a school or a teacher, or ever been refused permission to teach, or having been so registered or given permission and yet had the registration or permission cancelled in Hong Kong or elsewhere.
- (5) 本人自願地同意向院校提交進行性罪行定罪紀錄查核紀錄。  
I voluntarily agree to provide my Sexual Conviction Record Check result for the College.
- (6) 本人已閱讀及明白《教育條例》(第 279 章)有關的規定。  
I have read and understood the relevant provisions of the Education Ordinance (Cap 279).
- (7) 為核實本人早前向院校所遞交的資料，本人授權警務處處長向教育局發放有關本人的全部刑事判罪紀錄詳情(如有的話)，包括《罪犯自新條例》(第 297 章)的已失時效判罪。  
For the purpose of verifying the information provided in this application form, I authorize the Commissioner of Police to release full details of my criminal conviction record(s), including spent convictions under the Rehabilitation of Offenders Ordinance (Cap 297), if any, to the Education Bureau.
- (8) 本人明白根據《教育條例》第 87(1)(k)條的規定，假如任何人在根據本條例提出任何申請時，或在與該等申請有關的事項中，不論以口頭或書面作出在要項上屬虛假的陳述或提供在要項上屬虛假的資料，而他知道或理應知道該項陳述或資料在要項上屬虛假，即屬犯罪，一經定罪，可處罰款\$250,000 及監禁 2 年。  
I understand that under Section 87(1)(k) of the Education Ordinance, any person who in or in connection with any application under this Ordinance makes any statement or furnishes any information, whether such statement or information be verbal or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular, shall be guilty of an offence and shall be liable on conviction to a fine of \$250,000 and to imprisonment for 2 years.
- (9) 本人明白根據《教育條例》第 51(1)(d)條的規定，如常任秘書長覺得申請人或該項申請所關乎的人，在提出僱用某人為某間學校的准用教員申請時，或在與該申請有關的事項中，作出的陳述或提供的資料在要項上屬虛假，或因在要項上有所遺漏而屬虛假，可拒絕為該人受僱為該校的教員而發出准用教員許可證。  
I understand that under Section 51(1)(d) of the Education Ordinance, the Permanent Secretary may refuse to issue a permit to teach if it appears to him that the applicant or the person in respect of whom the application is made has, in making or in connection with the application for permission to employ a person as a permitted teacher in a school, has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular.
- (10) 就本人所知及所信，本申請書一切內容均屬真實及詳盡。  
The contents of this application are true and complete to the best of my knowledge and belief.

日期

Date \_\_\_\_\_

申請人簽署

Signature of Applicant \_\_\_\_\_