

APPLICATION FORM FOR NON-TEACHING POSITION

Title of job applied for: _____ Department: _____

Date available for employment: _____ Salary Expected: _____

PART A PERSONAL PARTICULARS

Name in English: _____ Name in Chinese : _____

Date of Birth: _____ Sex: Male Female

Nationality: _____ HKID Card/Passport No: _____

Residential Address: _____

Email Address: _____ Contact Telephone No: _____

Are you a permanent resident of HKSAR? Yes No

Are you holder of valid Employment/Dependent Visa*? Yes No

** Please delete as appropriate*

PART B ACADEMIC ATTAINMENT (most recent listed first)

From/To	Name of School/University	Mode of Attendance	Qualification Obtained

Professional Qualification	Name of Issuing Authority	Level Attained	Date Obtained

PART C WORKING EXPERIENCES (most recent listed first)

From/To	Name of Organization	FT/PT	Position Held	Nature of Work	Last Salary	Bonus	Reason for Leaving

PART D GENERAL BACKGROUND INFORMATION

	Yes	No
1. Were you ever convicted of a criminal offence?		
2. Are you currently under charges and/or investigation for a criminal offence?		
3. Have you ever been disciplined, discharged, or asked to resign from a prior position?		
4. Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?		
5. Has your contract in a prior position ever been non-renewed?		
6. Have you ever been charged with or investigated for sexual abuse or harassment or another person?		
7. Has someone ever accused you of assaulting/abusing a child?		
8. Have you ever been charged with a crime or misconduct at your workplace?		
9. Are you subject to any visa or immigration status, which would prevent lawful employment?		
NOTE: If you answered "Yes" to any of the above questions, please provide a detail explanation on a separate sheet of paper. Conviction of a criminal offence is not a bar to employment in all cases. Each case is considered on its merits. It may be verified with appropriate police official record.		

PART E REFERENCES

1. The School will seek confidential reference on you once you are shortlisted for consideration. Please provide details of two referees (preferably your former academic adviser/job supervisor) whom the School can invite to comment on your academic / professional suitability for the post.

(1) Name: _____ Position: _____
Organization: _____
Email Address: _____ Telephone: _____

(2) Name: _____ Position: _____
Organization: _____
Email Address: _____ Telephone: _____

2. For consideration of employment offer, the school will approach your current/latest employer to seek for further confidential reference. Please provide the particulars of the contract person below:

Name: _____ Position: _____
Organization: _____
Email Address: _____ Telephone: _____

Note: The school will inform you before approaching your current employer.

PART F DECLARATION, AUTHORIZATION AND CONSENT

1. I understand that it is obligatory to supply all the information as requested on this form. I declare that the information on this form is true and accurate to the best of my knowledge and belief, and that I have not withheld any information or provided incomplete or misleading information which will disqualify me from appointment or may lead to dismissal if appointed to the job.
2. I declare that I have not been convicted of any criminal offence in Hong Kong or elsewhere or involved in any ongoing criminal proceedings or investigations including but not limited to arrest or apprehension by the police, whether my Registered Teacher or Permitted Teacher status has been cancelled/refused, or whether I am being investigated by schools or Education Bureau over professional misconduct allegations. My name has not been placed on any list which disqualifies me from working with children.
3. I authorize the Commissioner of Police to release full details of my criminal record (s) including spent convictions under the Rehabilitation of Offenders Ordinance (Cap 297), if any, to the School.
4. I agree to undergo the Sexual Conviction Record Check (“SCRC”) conducted by Hong Kong Police Force and understand that the result of SCRC will be one of the factors for the School’s consideration for appointment. I also agree and authorize the School to access the result of my SCRC through the Auto-Telephone Answering System.
5. I consent to the School making any necessary enquiries for purposes relating to recruitment and for the verification of the information given above. I authorize all government departments and other organizations or agencies to release any record or information as may be required for these enquiries (including, inter alia, obtaining a reference from my current and/or previous employer(s) before offer of appointment; obtaining my medical examination 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 institutions/agencies regarding my academic/professional qualifications and obtaining relevant records and transferring of such data to other authorities/agencies for qualification assessment.
6. I agree that the personal data provided in this form and in other documents attached to this form will be treated as confidential and used for recruitment and other employment-related purposes only. I have the rights to request access to and correction of my personal data provided by sending a request to the School’s Human Resources Department.

Signature of Applicant

Date

FOR OFFICE USE ONLY

A. Evaluation and Approval

Panel's Recommendation:		
<input type="checkbox"/> Recommend	<input type="checkbox"/> Not Recommend	<input type="checkbox"/> Keep in View
Monthly Salary (HK\$):	_____	
Panel's Comments:	_____	
	Name & Signature	
Reviewed by HR:		
<input type="checkbox"/> Support	<input type="checkbox"/> Not Support	
HOD/HR's Comments:	_____	
	Name & Signature	
Approval by Vice-Principal (Administration and Finance):		
<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	
Vice-Principal's Comments:	_____	
	Name & Signature	

B. Remarks:
