

Hong Chi Shiu Pong Morninghope School
匡智紹邦晨輝學校

JOB APPLICATION FORM

職位申請表格

(For School Positions 學校職位)

Note: The information provided will be used for appointment and other employment-related purposes only.

備註: 申請人提供的資料, 將用於本校招聘及其他與聘用有關的事宜上。

*Please whichever is applicable 請於適當位置

Position Applied for 申請職位	
PERSONAL DATA 個人資料	
First Name(in English) 名稱 (英文) <input type="checkbox"/> Mr.先生 <input type="checkbox"/> Mrs.太太 <input type="checkbox"/> Miss小姐 <input type="checkbox"/> Ms.女士*	Last Name (in English) 姓氏(英文)
Alias (in English) 英文名	Local Name 中文姓名
Internal Reference	
Are you a holder of HK Permanent ID Card? 你是否持有香港永久性居民身份證?	
<input type="checkbox"/> Yes 是	<input type="checkbox"/> No 否 (Please provide the following Passport/Travel Document Information 請提供下列護照/旅行證件資料)
Passport / Travel Document Number 護照/旅行證件號碼: _____	
Issuing Country 簽發國家: _____	
Issue Date 簽發日期(dd/mm/yy) (日/月/年): _____ / _____ / _____	
Expiry Date 屆滿日期(dd/mm/yy) (日/月/年): _____ / _____ / _____	
Home Address (in English) 住宅地址 (請以英文填寫)	Correspondence Address (if different) 通訊地址 (如與住宅地址不同)
*Area 地區 <input type="checkbox"/> HK 香港 <input type="checkbox"/> KLN 九龍 <input type="checkbox"/> NT 新界 <input type="checkbox"/> Others 其他 _____	*Area 地區 <input type="checkbox"/> HK 香港 <input type="checkbox"/> KLN 九龍 <input type="checkbox"/> NT 新界 <input type="checkbox"/> Others 其他 _____
Flat號/ Room室 _____	Flat號/ Room室 _____
Floor樓 _____	Floor樓 _____
Block座 _____ Name of Building/Estate大廈/屋邨 名稱 _____	Block座 _____ Name of Building/Estate大廈/屋邨 名稱 _____
No. & Name of Street 街道號碼及名稱 _____	No. & Name of Street 街道號碼及名稱 _____
District地區: _____	District地區: _____
Residential Tel No. 住宅電話號碼	Mobile No. 手提電話號碼

EDUCATION AND PROFESSIONAL TRAINING 學歷及專業訓練 (in chronological order) (請順序填寫)

Taken 由 (dd/mm/yy) (日/月/年)	Finished 至 (dd/mm/yy) (日/月/年)	Names of Institutes 院校／訓練機構名稱	Qualification Details Degrees, Diplomas or Certificates Obtained 所獲文憑、證書或學位	Disciplines or Courses 修讀科目	* HR Office Verify (☑/☒)
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

PROFESSIONAL MEMBERSHIP 專業會籍 (in chronological order) (請順序填寫)

Taken 由 (dd/mm/yy) (日/月/年)	Finished 至 (dd/mm/yy) (日/月/年)	Names of Professional Body 院校／訓練機構名稱	Professional Membership 專業會籍	* HR Office Verify (☑/☒)
				<input type="checkbox"/>
				<input type="checkbox"/>

Scholarships, honours and awards 獎學金、榮譽及獎狀:

WORKING EXPERIENCE 工作經驗 (in reverse chronological order) (請倒序列出)

Joined 由 (dd/mm/yy) (日/月/年)	Left 至 (dd/mm/yy) (日/月/年)	Organization 服務機構	Duties 職責	Leaving Reason 離職原因	* HR Office Verify (☑/☒)
		Position 職位			
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Present/Last Salary 現時/最後薪金

Salary Expected 要求薪金

OTHERS 其他

Written Languages 能書寫文字

Spoken Languages & Dialects 能講語言及方言

Other abilities/skills 其他技能

Experience with People with Intellectual Disabilities 曾參與智障人士之服務	
Volunteer Experience 曾參與之義務工作	
Have you ever worked in Hong Chi Association or units operated by Hong Chi Association before? 有否曾於匡智會屬下單位工作? <input type="checkbox"/> Yes 有 (If yes, please list out in "Working Experience" above. 如有，請於上面工作經驗一項列出。) <input type="checkbox"/> No 否	
Do you have relative(s) and / or friend(s) who is / are working in Hong Chi Association or units operated by Hong Chi Association? 是否有親屬 / 朋友在匡智會屬下單位工作? <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 否	
Name 姓名: _____	Unit 單位: _____
Name 姓名: _____	Unit 單位: _____
Date Available To Assume Duty 可以履職日期 _____ (dd)日/ _____ (mm)月/ _____ (yy)年	
1. Do you have any previous record(s) of disciplinary offence whilst in employment with your previous employer(s)? If so, please give details. 你曾否在受僱於前僱主期間有違反紀律紀錄? 如有，請詳細說明。	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 否
2. To the best of your knowledge, were you/are you being investigated by schools or Education Bureau over professional misconduct allegations? If so, please give details. 就你所知，你是否曾被/正被學校或教育局調查有關專業失德的指控? 如有，請詳細說明。	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 否
3. To the best of your knowledge, did the Education Bureau issue reprimand /warning/ advisory letter to you due to professional misconduct? If so, please give details. 就你所知，教育局是否曾就專業失德行為向你發出譴責/警告/勸喻信? 如有，請詳細說明。	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 否
4. Have you been previously convicted of a criminal offence in Hong Kong or elsewhere? If so, please give details. 你是否曾在香港或其他地方被裁定干犯刑事罪行? 如有，請詳細說明：	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 否
5. Are you involved in any ongoing criminal proceedings or investigations, including but not limited to arrest or apprehension by the police? 你是否涉及任何在進行中的刑事訴訟或調查，包括但不限於被警方逮捕或拘捕?	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 否
6. Do you have any Sexual Conviction Record(s)? If so, please give details. 你是否有任何性罪行定罪紀錄? 如有，請詳細說明：	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 否
7. Have you ever been refused teacher registration, or having been so registered or given permission and yet had the registration or permission cancelled? If so, please give details. 你是否曾遭拒絕教師註冊，或曾獲有關註冊或准許而其後該註冊或准許被取消? 如有，請詳細說明：	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 否
8. Have you ever been refused the right or restricted in the right to carry on any trade, business or professional for which a specific licence, registration or other authority is required by law in Hong Kong or elsewhere. If so, please give details. 你是否曾遭拒絕或限制權利從事香港或其他地方法律要求須持有特定執照、註冊或其他授權的任何貿易、業務或專業? 如有，請詳細說明：	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 否

<p>9. In case of any doubt about your registration status, Hong Chi Chiu Pong Morninghope School may require you to apply to the Education Bureau for release of your registration and related details to the school. Do you agree? 若匡智紹邦晨輝學校對你的教師註冊有懷疑，可要求你向教育局申請將你的註冊及相關資料向學校發放，你是否同意此做法？</p>	<input type="checkbox"/> Yes 同意 <input type="checkbox"/> No 不同意
<p>10. Have you joined the Early Retirement Scheme for teachers? If so, please give details. 你曾否參加教師提早退休計劃？如有，請詳細說明：_____</p>	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 否
<p><i>(Note: A criminal conviction or a record of disciplinary offence will not necessarily result in failure of your application for employment. 註：你的刑事罪行或違反紀律記錄不一定導致你不獲錄用。)</i></p>	

I declare and certify that the information given above is correct and complete to the best of my knowledge and belief.

I understand and accept the condition that my job application will not be considered and / or any employment offered may be summarily terminated without compensation and / or may face the dire consequence of criminal prosecution if I refuse to disclose the necessary information or have provided false information and / or withheld any material information.

I consent to Hong Chi Chiu Pong Morninghope School making any necessary enquiries for purposes relating to recruitment by and employment with the School and for the verification of the information given above. 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) before offer of appointment; 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 qualification assessment).

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 School e.g. qualification assessment, medical examination, employer reference and integrity checking, etc. as may be necessary.

本人聲明及證明按本人所知在申請表格上所提供的資料正確無訛，並明白及同意如日後本人拒絕披露所需資料及／或虛報資料／隱瞞任何重要事實，本人的求職申請將不獲受理，即使已獲錄用，本人亦可能會被即時解僱，及／或可能面對被刑事檢控的嚴重後果。

本人同意匡智紹邦晨輝學校可就與學校招聘工作及僱用有關的事宜，及為核實上述提供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，在學校提出聘任前，向本人的現行及／或前僱主索取一份僱主推薦書／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、醫務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)。

本人明白並同意，如有需要，上述提供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，用以處理與學校招聘工作及僱用有關可能需要進行的事宜，例如學歷評審、體格檢查、僱主推薦及操守審查等。

Signed 簽署: _____ Date 日期: _____

Name 姓名: _____

**For Office Use Only 此欄不用填寫*

Form received by: _____ (_____) Date: _____
Signature Initial