法團校董會學校適用 For IMC Schools

機 密
CONFIDENTIAL

此欄由學校填寫 For Official Use Only	
類別 Category	
獲選面試 Shortlisted	*是/否 Yes/No
校長簽署 Principal's Signature	
面試編號 Interview No.	

SINCE 1870

中學教師職位申請表
APPLICATION FOR TEACHING POST (SECONDARY SCHOOLS)

(填寫前請參閱背頁說明)
(Please read the notes overleaf before completing this form)

第一部份 PART I: 職位資料 JOB DETAILS

申請任教學校 School Applied For
東華三院
TWGHs _____
(校名 School Name)

申請職位 Post Applied For	主要任教科目 Main Teaching Subject	兼教科目 Other Teaching Subjects	學位課程選修科目 Degree Course of Study
			主修 Major
			副修 Minor

第二部份 PART II: 個人資料 PERSONAL PARTICULARS

姓名 (正楷書寫) Name in Full (in Block) 中文 (in Chinese) _____ 英文 (in English) _____		*香港居民身份/旅行證件號碼 HK Identity Card/Travel Document No.: 電郵地址 E-mail Address		
出生日期 Date of Birth	出生地點 Place of Birth	國籍 Nationality	電話號碼 Telephone Number 手提 Mobile 住宅 Home 辦公室 Office	
通訊地址 Correspondence Address	中文 Chinese			
	英文 English			

根據《教育條例》第 279 章註冊為教員 REGISTRATION AS A TEACHER UNDER THE EDUCATION ORDINANCE (CHAPTER 279)

有效的*准用教員編號/教師註冊編號 Valid *Permitted Teacher Reference/Teacher Registration No.: _____

第三部份 PART III: 學歷/專業資格(按就讀/考獲資格日期順序列出) ACADEMIC/PROFESSIONAL QUALIFICATIONS (in chronological order)

證書/文憑/學位/專業資格/就讀班級/學系/語文能力要求/《基本法及香港國安法》測試要求 Certificate/Diploma/Degree/Professional Qualifications/Class/Department Attended/Language Proficiency Requirement (LPR)/Basic Law and National Security Law Test (BLNST)	頒發機構/就讀學校 Issuing Authority/School Attended	考獲日期/就讀日期 Date Attained/Period of Study		如持學歷/專業資格,請註明:主修、副修、合格的科目及成績(例如:良、中級、甲等乙級榮譽學位等等) For academic/professional qualification, please specify: Major, Minor, subjects passed and grade/level attained (e.g. Credit, Intermediate, Second Class Honour Division I, etc.)
		考獲日期或由(月/年) Date Attained or From (M/Y)	至(月/年) To (M/Y)	

教師語文能力要求(英文科 / 普通話科) Language Proficiency Requirement (LPR) for Teachers (English / Putonghua):

	英文科 English	普通話科 Putonghua
已達到語文能力要求/已取得豁免語文能力要求 Attained/Exempted LPR →	☐ 已附上證明文件副本 Copies of supporting documents are attached	☐ 已附上證明文件副本 Copies of supporting documents are attached
已申請豁免語文能力要求 Application for Exemption from the LPR in progress →	☐ 預計於 _____(月/年)取得結果通知 To be informed of the result by _____(M/Y)	☐ 預計於 _____(月/年)取得結果通知 To be informed of the result by _____(M/Y)
未達到語文能力要求 NOT yet attained LPR →	☐ 未達到 NOT yet attained	☐ 未達到 NOT yet attained

教師《基本法及香港國安法》測試要求 Basic Law and National Security Law Test (BLNST) for Teachers:

☐ 已考獲《基本法及香港國安法》測試合格成績 Attained a pass in the BLNST(請附上證明文件副本 Please attach copies of supporting documents)
☐ 已取得豁免《基本法及香港國安法》測試要求 Exempted from the BLNST (請附上證明文件副本 Please attach copies of supporting documents)
☐ 正等待《基本法及香港國安法》測試成績，預計於_____(月/年)取得結果通知 Waiting for the BLNST result and expecting the result to be obtained by _____(M/Y)
☐ 未考獲《基本法及香港國安法》測試合格成績 NOT yet attained a pass in the BLNST
☐ 未曾參加《基本法及香港國安法》測試 NOT yet taken the BLNST
☐ 其他 Others (請註明 please specify): _____

第四部份 PART IV: 曾於大學修讀的課程(請附上成績單副本) COURSES TAKEN AT UNIVERSITY (Please attach copies of transcripts)

1.	2.
3.	4.

第五部份 PART V: 回郵地址 MAILING ADDRESS

姓名 Name _____
地址 Address _____

姓名 Name _____
地址 Address _____

轉背頁 P.T.O.

第六部份 PART VI: 如獲聘用後可負責的課外活動 EXTRA-CURRICULAR ACTIVITIES CAPABLE OF TAKING UP IF APPOINTED
(請按意願順序列出 In order of preference)

1.	2.	3.
4.	5.	6.

第七部份 PART VII: 工作經驗 WORKING EXPERIENCE
請按任職日期順序列出截至目前為止的就業詳情 (包括兼職在內)
FULL EMPLOYMENT RECORD (INCLUDING PART-TIME JOB) TO DATE (in chronological order)

機構/學校 (請註明 P=私立 G=政府 A=資助學校 D=直接資助計劃) Name of Firm/School (Please also indicate beside the school name : P=Private G=Government A=Aided D=Direct Subsidy Scheme)	@全職 Full Time	@兼職 Part Time	由(日/月/年) From (D/M/Y)	至(日/月/年) To (D/M/Y)	最後擔任職位 Last Position	最後支取薪金 Last Drawn Salary

第八部份 PART VIII: 所有前僱主/現時僱主的聯絡資料 CONTACT DETAILS OF ALL PREVIOUS/CURRENT EMPLOYER(S)
[你所申請任教學校的法團校董會(以下簡稱法團校董會)在決定聘用你前，將會諮詢該機構/學校。]
[Before the Incorporated Management Committee of the school (IMC) decides to offer you a post, we would contact the organization(s)/school(s) and seek their references.]

機構/學校 Name of Firm/School	通訊地址 Correspondence Address	電話號碼 Telephone No.	傳真號碼 Fax No.

第九部份 PART IX: 諮詢人 REFEREES
(請提供能就你的工作能力及品格給予意見的兩位非近親人士的資料及聯絡方法，其中一位須為你最近的僱主。法團校董會在決定聘用你前，可能會諮詢他/她們。)
(Please supply information and contact of two persons who can comment on your capabilities and conduct. They must not be your next of kin and one of whom should be your most recent employer. Before the IMC decides to offer you a post, we may contact them and seek their references.)

姓名 Name	職位 Position	關係 Relationship	電話 Telephone No.	電郵地址 E-mail Address	機構名稱及地址 Name and Address of Organization

第十部份 PART X: 聲明 DECLARATION

1. 茲特聲明 I hereby declare that：

   (i) 本人 □**從未 / □曾經** 在香港或其他地方被裁定干犯任何刑事罪行(包括性罪行)，目前□**沒有 / □有**涉及任何進行中的刑事訴訟或調查。(註：曾犯刑事案者，未必不獲錄用)
   I □**have not / □have** been convicted of any criminal offence (including sexual offence) in a court of law either in Hong Kong or elsewhere, and I □**am not / □am** involved in any ongoing criminal proceedings or investigation. (Note: A criminal conviction is not necessarily a barrier to employment.)
   *若有，請提供詳情 If any, please provide details:*_____

   (ii) 本人 □**從未 / □曾經** 遭教育局取消/拒絕教師註冊，目前□**沒有 / □有**被學校或教育局調查專業失德的指控。
   My teacher registration □**has not / □has** been cancelled/refused by the Education Bureau (EDB), and I □**am not / □am being** investigated by schools or the EDB over professional misconduct allegations.
   *若有，請提供詳情 If any, please provide details:*_____

2. 本人已閱畢法團校董會人事紀錄通知書(附件)，並明瞭收集本人的個人資料的目的及其用途。本人亦明白倘若故意提供虛假資料或隱瞞事實(包括身體健康狀況)，即使獲法團校董會錄用，亦有遭受即時解僱之虞或有可能面對刑事檢控。
   I have read through the Personnel Records Notice issued by the IMC (attached). I fully understand the purpose(s) for collecting my personal data and their use. I also understand that if I wilfully give any false information or withhold any material information (including my health condition), I shall render myself liable to dismissal/criminal prosecution despite that I am appointed to the service of the IMC.

3. 本人同意向法團校董會提交相關文件包括教師註冊證、資歷文件及前任僱主的服務證明書。(註：如欲申請「以英語為母語的英語教師」職位，須同時提交居住國家所發出的無犯罪紀錄證書/其他合法的證明文件。)
   I agree to submit the relevant documents including teacher registration document(s), documentary evidence of qualification(s) and certificate(s) of service issued by previous employer(s) to the IMC. (Note: For application of the post of Native-speaking English Teacher, the Certificate of No Criminal Conviction/other legitimate documentary proof issued by the country of residence should be submitted.)

4. 本人授權法團校董會就上述目的將本人提供的資料披露予通知書上所列的有關人士及機構，並同意法團校董會或其代表在考慮本人的職位申請時，可向上述填報的機構/學校及諮詢人查詢本人的工作及品格紀錄，而本人亦授權上述填報的機構/學校及諮詢人向法團校董會披露有關資料。
   I authorize the IMC to disclose relevant data that I have provided to the person(s) and organization(s) as stated for the above purpose(s) in the Notice, and I hereby give my consent to the IMC or its delegate to obtain and the organization(s)/school(s) and referee(s) listed above to release information regarding my employment and conduct for the consideration of my job application.

簽署
Signature _____

日期
Date _____

第十一部份 PART XI: 說明 NOTES

1. 各欄資料必須正確填報。如遇空位不足時，可另紙書寫。
   Please ensure that all information contained in this application form is accurate. If there is insufficient space, you may send in your particulars on a separate sheet of paper.
2. 如所填資料含糊不清，未能顯示你具有該職位所規定最低限度的學歷、訓練或經驗，申請書將不獲接納。
   Your application will be rejected if you fail to indicate that you have the minimum qualifications, training or experience specified for the job.
3. 填妥的申請書請寄回申請任教的學校。
   The completed application form should be returned to the school applied for.
4. *請刪去不適用者。Please delete as appropriate.
5. @/□請在適當的方格內加上'✓'號。Please '✓' the appropriate box.

For aided school posts

致：東華三院(學校名稱: **邱子田紀念中學**)法團校董會

茲特聲明：

<u>第一部份</u>

(i) 你是否現時受聘於東華三院? *☐ 是 / ☐ 否

如是，請填寫下列資料 （包括臨時職位）:

現時職位： _____

科／辦公室／學校／服務單位： _____

受聘日期： 由 _____(日／月／年) 至 _____(日／月／年)

(ii) 你是否曾經受聘於東華三院? *☐ 是 / ☐ 否

如是，請填寫下列資料 （包括臨時職位）:

曾任職位： _____

科／辦公室／學校／服務單位： _____

受聘日期： 由 _____(日／月／年) 至 _____(日／月／年)

[如有需要，請另紙書寫。]

<u>第二部份</u>

(i) 本人 ***☐從未/ ☐曾經** 被法庭裁定或被控干犯任何刑事罪行(包括性罪行)或成為法院或其他主管當局作關於欺詐、不誠實行為或不當行為的命令的對象;

(ii) 本人 ***☐從未/ ☐曾經** 被警方或其他政府機構拘捕或拘留，或成為任何專業機構、規管機構或刑事調查機構進行任何調查、採取紀律行動、處罰的對象;

(iii) 本人 ***☐從未/ ☐曾經** 成為本人的現任或前僱主因違反其任何政策、程序或其他要求，或因犯有欺詐或不忠行為，或因慣常疏忽職責而作出懲罰（包括解僱）的對象; 及

(iv) 本人 ***☐從未/ ☐曾經** 成為任何（包括等待舉行或可能提出）牽涉金錢申索的民事訴訟（包括任何破產程序）或仲裁的任何一方。

本人謹此聲明，上述聲明全屬確實無訛。本人如獲所申請任職學校的法團校董會(以下簡稱法團校董會)錄用並知悉上述聲明內容有任何改變，本人承諾會不遲於七天內通知法團校董會有關改變。本人已閱畢法團校董會人事紀錄通知書，並明瞭收集本人的個人資料的目的及其用途。本人亦明白倘若故意提供虛假資料或隱瞞事實(包括身體健康狀況)，即使獲法團校董會錄用，亦有可能遭即時解僱。

(註：如上述任何答案為"曾經"，未必不獲錄用。)

姓名 ： _____ 簽署 ： _____ 日期 ： _____

<u>說明</u>：

1. *請在適當的方格內加上'✓'號。
2. 如在第二部份的答案為"曾經"，請就此項聲明填寫補充資料表格，並連同此聲明提交。如有需要，請按要求提供相關文件，以供考慮。
3. 此聲明須於遴選面試前填交。

For aided school posts

To: Incorporated Management Committee of TWGHs (School Name: Yau Tze Tin Memorial College)

I hereby declare the followings:

Part I

(i) Are you currently employed by Tung Wah Group of Hospitals? *☐ **Yes/** ☐ **No**

If yes, please fill in the following information (including temporary posts):

Current Position: _____

Division/Office/School/Service Centre: _____

Date of Employment: From _____ (dd/mm/yy) to _____ (dd/mm/yy)

(ii) Have you ever been employed by Tung Wah Group of Hospitals? *☐ **Yes/** ☐ **No**

If yes, please fill in the following information (including temporary posts):

Last Position: _____

Division/Office/School/Service Centre: _____

Date of Employment: From _____ (dd/mm/yy) to _____ (dd/mm/yy)

[Please attach separate sheets as appropriate]

Part II

(i) I *☐**have/** ☐**have not** been convicted or charged with any criminal offence (including sexual offence) in a court of law or subject to any order of the court or other competent authority for fraud, dishonesty or misfeasance;

(ii) I *☐**have/** ☐**have not** been arrested or detained by the police or other government authorities, or subject to any investigation, disciplinary action or penalty issued by any professional body, regulatory body or criminal investigatory body;

(iii) I *☐**have/** ☐**have not** been subject to any penalty (inclusive of dismissal) issued by my current or previous employer(s) as a result of a breach of any policies, procedures or other requirements of my current or previous employer(s), or as a result of any misconduct, fraud or dishonesty, or as a result of neglectful of my duty;

(iv) I * ☐ **have/** ☐ **have not** been a party in any civil proceedings (including any bankruptcy proceedings) or arbitration (including any pending or threaten proceedings).

I declare that the declaration given in the above is correct and complete to the best of my knowledge. If I am appointed to the service of the Incorporated Management Committee of the school that I applied for (IMC) and I am made aware of any change to the declaration above, I undertake to inform the IMC of such change no later than 7 days thereafter. I have read through the Personnel Records Notice issued by the IMC (attached). I fully understand the purpose(s) for collecting my personal data and their use. I also understand that if I wilfully give any false information or withhold any material information (including my health condition), I shall render myself liable to dismissal despite that I am appointed to the service of the IMC.

(Note: It may not be a barrier to employment if any of your answers as aforesaid is "have".)

Name in Full : _____ Signature : _____ Date : _____

Notes:

1. * Please "✓" the appropriate box.
2. If your answer(s) is/are "have" in Part II, please provide further details of such declaration in the Supplementary Information Form and submit it together with this Declaration Statement. If necessary, relevant documentation should be provided upon request.
3. This Declaration Statement should be submitted prior to interview.

For aided school posts

如在上述聲明中答案為「曾經」，請就此聲明填寫本補充資料表格；否則請留空白。

補充資料表格 **Supplementary Information Form**

姓名
Name in Full : _____

簽署
Signature : _____

日期
Date : _____

說明 Notes:
1. 如有需要，可另紙書寫。Please attach separate sheets as appropriate.
2. 此補充資料表格須連同聲明一併交回。This Supplementary Information Form should be submitted together with the Declaration Statement.

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Request for Reference

To: Principal/Headteacher
TWGHs Yau Tze Tin Memorial College
1 Siu Hong Road, Siu Hong Court, Tuen Mun, NT.
Fax no: 2455 9466

Part I (To be completed by the applicant)

I hereby give my consent to the Incorporated Management Committee of TWGHs Yau Tze Tin Memorial College Tung Wah Group of Hospitals or its delegate(s) to obtain reference from my previous/current employer(s) as below and the relevant parties to release information regarding my employment, conduct and performance for the consideration of my application for the post of _____.

Signature: _____ Date : _____
Name: _____ HKID Card No.: _____
(in block letters)

Part II (To be completed by previous/current employer)

(A) Employer: _____

(B) Employment Record:
Period of employment: From _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)
Last position held: _____ (post)/ _____ (rank)
Reason(s) for Leaving: ☐ Resignation / ☐ Expiry of contract / ☐ Termination / ☐ Dismissal /
☐ Others (please specify): _____

(C) Performance (Please put '✓' in the appropriate box) :

	Very good	Good	Satisfactory	Less than adequate
Performance				
Relations with other staff				

Commendations/Disciplinary records:

☐ Nil ☐ Yes (please give details: _____
_____
_____)

Other comments:
_____
_____

Information is based on:
☐ Personal knowledge ☐ Personnel record ☐ Supervisor's knowledge
☐ Others (please specify): _____

(D) I ☐ agree / ☐ do not agree to disclose the above reference to the applicant before completion of the recruitment/assessment process (Note 2).

Signature: _____
Name: _____
(in block letters)
Position: _____
Contact tel. no.: _____
Date: _____

_____
Company Chop

Notes:
1. The information provided will be treated in strict confidence and any disclosure of this information will be in compliance with the statutory requirement.
2. Under the Personal Data (Privacy) Ordinance, this reference will not be disclosed to the applicant before the completion of the recruitment/assessment process unless requested by the applicant in writing and with the referee's written consent.
3. ☐ Please tick as appropriate.

法 團 校 董 會

人 事 紀 錄 通 知 書

在向你所申請任職學校的法團校董會(以下簡稱本會)提供任何個人資料之前，請閱讀本通知書。

本會可將你不時提供的個人資料，作為有關你受僱／可能受僱於本會的用途。

當你提供這些個人資料時，請確保這些資料是準確及完整的。如果你不向本會提供所需的資料或你提供錯誤／不完整的資料，你受僱／可能受僱於本會的情況將會受到影響(包括遭即時解僱，即使你已獲本會錄用)。

同時，請注意你的個人資料可能會被本會交予：

- 本會內的有關人士；
- 需要該等資料作為你受僱或服務於本會的任何其他有關人等或機構；
- 根據法例本會得按法例的要求及指明的用途和目的提供該等資料予任何有關政府部門／適當的機構；或
- 在法律容許或授權的情況下。

本會將會在得到你的同意後，才使用你的個人資料作為其他目的。

如果你希望根據《個人資料(私隱)條例》要求查閱和／或改正你的個人資料，請將你的要求以書面寄交下列有關高級教育主任，地址是香港上環普仁街 12 號黃鳳翎紀念大樓 5 字樓：

(1) 中學　　：高級教育主任(中學教育)
(2) 小學　　：高級教育主任(小學教育)
(3) 特殊學校　：高級教育主任(幼稚園及特殊教育)

INCORPORATED MANAGEMENT COMMITTEE

PERSONNEL RECORDS NOTICE

Please read this notice before you provide any personal data to the Incorporated Management Committee of the school that you apply for (IMC).

The personal data provided by you from time to time will be used by the IMC for purposes relating to your employment/prospective employment with the IMC.

When you provide personal data to us, please make sure that the data are accurate and complete. If you fail to provide us with the information required or if the information provided is inaccurate or incomplete, your employment/prospective employment with the IMC will be affected (including dismissal despite being appointed to the service of the IMC).

Please also note that your personal data may be made available to:

- appropriate persons in the IMC;
- any other relevant parties who require them for matters related to your employment with or generally in respect of your provisions of services to the IMC;
- any relevant government departments/appropriate authorities when the IMC is required to provide them under the relevant legislation for use for the purpose of that legislation; or
- where permitted or authorized by law.

We will obtain your consent before using your personal data for any other purposes.

If you wish to require access to and/or correction of your personal data, you may do so under Personal Data (Privacy) Ordinance. Such request should be made in writing and addressed to the following Senior Education Officer of the Education Division, Tung Wah Group of Hospitals on 5/F., Wong Fung Ling Memorial Building, 12 Po Yan Street, Sheung Wan, Hong Kong:

(1) For secondary schools : Senior Education Officer (Secondary Education)
(2) For primary schools : Senior Education Officer (Primary Education)
(3) For special schools : Senior Education Officer (Kindergarten & Special Education)