



SINCE 1870

資助學校校長職位申請表
APPLICATION FOR SCHOOL HEAD POST (AIDED SCHOOLS)

(填寫前請參閱表格末部的說明)
(Please read the notes at the end before completing the form)

法團校董會學校適用 For IMC Schools

機密
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申請編號
Application No.

筆試編號
Written Test No.

面試編號
Interview No.

申請職位 Post Applied for		職位編號 Reference Code		照片 Photo
個人資料 PERSONAL PARTICULARS				
姓名 (正楷書寫) Name in Full (in Block) 中文 Chinese _____ 英文 English _____		*香港身份證/旅行證件號碼 *HK Identity Card/Travel Document No.		
出生日期 Date of Birth		電郵地址 E-mail Address		
國籍 Nationality		聯絡電話 Contact Telephone 手提 Mobile _____ 住宅 Home _____ 辦公室 Office _____		
通訊地址 Correspondence Address		中文 Chinese _____ 英文 English _____		

教育/學歷 ^{說明 1} EDUCATION/ACADEMIC ATTAINMENT NOTE 1			此欄祇供本院填寫 For Official Use Only 學歷正本呈核 Original Document Available	
學士學位 Bachelor Degree			有(Y)/ 否(N)	備註 Remarks
<input type="checkbox"/> 文學士 B.A. <input type="checkbox"/> 理學士 B.Sc. <input type="checkbox"/> 教育學士 B.Ed. <input type="checkbox"/> 其他,請註明 Others, please specify: _____ 頒發機構 Issuing Authority: _____ 考獲日期 Date Attained _____				
學位教師教育文憑/證書或具備同等資歷 Post-graduate Diploma/Certificate in Education or equivalent			有(Y)/ 否(N)	備註 Remarks
<input type="checkbox"/> 學位教師教育文憑 PGDE <input type="checkbox"/> 學位教師教育證書 PGCE <input type="checkbox"/> 教育文憑 Diploma in Education <input type="checkbox"/> 教育證書 Certificate in Education <input type="checkbox"/> 教師證書 Teacher Certificate <input type="checkbox"/> 工商教師證書 Technical Teacher Certificate <input type="checkbox"/> 在職教師訓練課程 ICTT <input type="checkbox"/> 高級師資訓練課程 ACTE <input type="checkbox"/> 其他,請註明 Others, please specify: _____ 頒發機構 Issuing Authority: _____ 考獲日期 Date Attained _____				
其他考獲的學歷 Other Qualifications Attained			有(Y)/ 否(N)	備註 Remarks
學歷/專業資格 Academic/Professional Qualifications	頒發機構 Issuing Authority	考獲日期 Date Attained		
「校長資格認證」 Certification for Principalship (CFP) <input type="checkbox"/> 已獲「校長資格認證」授於 _____ (月/年), 有效期至 _____ (日/月/年) CFP attained on _____ (M/Y) and is valid until _____ (D/M/Y). <input type="checkbox"/> 已開展「校長資格認證」程序, 並預計可於 _____ (月/年) 完成 CFP process started and to be completed by _____ (M/Y). <input type="checkbox"/> 將於 _____ (月/年) 開展「校長資格認證」程序 Will start CFP process in _____ (M/Y). <input type="checkbox"/> 仍未開展「校長資格認證」程序 CFP process not yet started <input type="checkbox"/> 其他 Others (請註明 please specify: _____)				
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(Y)/ 否(N)	備註 Remarks
有效的*准用教員編號/教師註冊編號 Valid *Permitted Teacher Reference/Teacher Registration No.: _____				

回郵地址 MAILING ADDRESS

姓名 Name _____
地址 Address _____

姓名 Name _____
地址 Address _____

按職位及職級詳列所有工作經驗(包括兼職在內) **說明 1**

LIST ALL WORKING EXPERIENCE IN ACCORDANCE WITH POST AND RANK (INCLUDING PART-TIME JOB) **NOTE 1**

校長經驗 School Head Experience			
職位:	<input type="checkbox"/> 中學校長 Secondary School Principal	<input type="checkbox"/> 特殊學校校長 Special School Principal	
Post:	<input type="checkbox"/> 小學校長 Primary School Headteacher		
(i) 職級	時期: 由 _____ (日/月/年) 至 _____ (日/月/年)	[合共: _____ 年 _____ 月]	
Rank:	Period: From _____ (D/M/Y) to _____ (D/M/Y)	[Total: yr(s) mth(s)]	
學校名稱:	(中文) _____	最後支取的薪金: _____	
Name of School:	(Chinese) _____	Last drawn salary: _____	
	(英文) _____	學校類別(註): <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> P	
	(English) _____	School Type(Remarks): <input type="checkbox"/> SS <input type="checkbox"/> PS <input type="checkbox"/> SP	
(ii) 職級	時期: 由 _____ (日/月/年) 至 _____ (日/月/年)	[合共: _____ 年 _____ 月]	
Rank:	Period: From _____ (D/M/Y) to _____ (D/M/Y)	[Total: yr(s) mth(s)]	
學校名稱:	(中文) _____	最後支取的薪金: _____	
Name of School:	(Chinese) _____	Last drawn salary: _____	
	(英文) _____	學校類別(註): <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> P	
	(English) _____	School Type(Remarks): <input type="checkbox"/> SS <input type="checkbox"/> PS <input type="checkbox"/> SP	
副校長經驗 Vice-Principal or Deputy Headteacher Experience			
職位:	<input type="checkbox"/> 副校長	<input type="checkbox"/> 副校長	
Post:	Vice-Principal	Deputy Headteacher	
(i) 職級	時期: 由 _____ (日/月/年) 至 _____ (日/月/年)	[合共: _____ 年 _____ 月]	
Rank:	Period: From _____ (D/M/Y) to _____ (D/M/Y)	[Total: yr(s) mth(s)]	
學校名稱:	(中文) _____	最後支取的薪金: _____	
Name of School:	(Chinese) _____	Last drawn salary: _____	
	(英文) _____	學校類別(註): <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> P	
	(English) _____	School Type(Remarks): <input type="checkbox"/> SS <input type="checkbox"/> PS <input type="checkbox"/> SP	
(ii) 職級	時期: 由 _____ (日/月/年) 至 _____ (日/月/年)	[合共: _____ 年 _____ 月]	
Rank:	Period: From _____ (D/M/Y) to _____ (D/M/Y)	[Total: yr(s) mth(s)]	
學校名稱:	(中文) _____	最後支取的薪金: _____	
Name of School:	(Chinese) _____	Last drawn salary: _____	
	(英文) _____	學校類別(註): <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> P	
	(English) _____	School Type(Remarks): <input type="checkbox"/> SS <input type="checkbox"/> PS <input type="checkbox"/> SP	
其他學校工作經驗 Other Working Experience in School(s)			
(i) 職位:			
Post:			
職級	時期: 由 _____ (日/月/年) 至 _____ (日/月/年)	[合共: _____ 年 _____ 月]	
Rank:	Period: From _____ (D/M/Y) to _____ (D/M/Y)	[Total: yr(s) mth(s)]	
學校名稱:	(中文) _____	最後支取的薪金: _____	
Name of School:	(Chinese) _____	Last drawn salary: _____	
	(英文) _____	學校類別(註): <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> P	
	(English) _____	School Type(Remarks): <input type="checkbox"/> SS <input type="checkbox"/> PS <input type="checkbox"/> SP	
(ii) 職位:			
Post:			
職級	時期: 由 _____ (日/月/年) 至 _____ (日/月/年)	[合共: _____ 年 _____ 月]	
Rank:	Period: From _____ (D/M/Y) to _____ (D/M/Y)	[Total: yr(s) mth(s)]	
學校名稱:	(中文) _____	最後支取的薪金: _____	
Name of School:	(Chinese) _____	Last drawn salary: _____	
	(英文) _____	學校類別(註): <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> P	
	(English) _____	School Type(Remarks): <input type="checkbox"/> SS <input type="checkbox"/> PS <input type="checkbox"/> SP	
(iii) 職位:			
Post:			
職級	時期: 由 _____ (日/月/年) 至 _____ (日/月/年)	[合共: _____ 年 _____ 月]	
Rank:	Period: From _____ (D/M/Y) to _____ (D/M/Y)	[Total: yr(s) mth(s)]	
學校名稱:	(中文) _____	最後支取的薪金: _____	
Name of School:	(Chinese) _____	Last drawn salary: _____	
	(英文) _____	學校類別(註): <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> P	
	(English) _____	School Type(Remarks): <input type="checkbox"/> SS <input type="checkbox"/> PS <input type="checkbox"/> SP	

註 Remarks: **A**=資助 Aided / **D**=直接資助計劃 Direct Subsidy Scheme / **G**=政府 Government / **P**=私立 Private

SS=中學 Secondary School / **PS**=小學 Primary School / **SP**=特殊學校 Special School

非學校工作經驗(如有) Working Experience in Non-school Setting (if any)			
(i) 職位:			
Post:			
職級	時期: 由 _____ (日/月/年) 至 _____ (日/月/年)	[合共: _____ 年 _____ 月]	
Rank:	Period: From _____ (D/M/Y) to _____ (D/M/Y)	[Total: yr(s) mth(s)]	
機構名稱:	(中文) _____	最後支取的薪金: _____	
Name of Firm:	(Chinese) _____	Last drawn salary: _____	
	(英文) _____		
Name of Firm:(English)			
(ii) 職位:			
Post:			
職級	時期: 由 _____ (日/月/年) 至 _____ (日/月/年)	[合共: _____ 年 _____ 月]	
Rank:	Period: From _____ (D/M/Y) to _____ (D/M/Y)	[Total: yr(s) mth(s)]	
機構名稱:	(中文) _____	最後支取的薪金: _____	
Name of Firm:	(Chinese) _____	Last drawn salary: _____	
	(英文) _____		
Name of Firm:(English)			

所有前僱主/現時僱主的聯絡資料 [你所申請任職學校的法團校董會(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。]

CONTACT DETAILS OF ALL PREVIOUS/CURRENT EMPLOYER(S)

[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.

諮詢人 [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。]

REFEREES [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.	機構名稱及地址 Name and Address of Organization

本人曾向東華三院/法團校董會申請下列職位:

I have previously applied for the following post(s) in the Tung Wah Group of Hospitals/IMC:

職位 Post	日期 Date	結果 Results
		*取錄/落選/備取/不獲約見/其他請註明: *Offered/Rejected/Waiting list/Not interviewed/Others, please specify: _____
		*取錄/落選/備取/不獲約見/其他請註明: *Offered/Rejected/Waiting list/Not interviewed/Others, please specify: _____

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 a 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。

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.

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.

日期 Date _____

簽署 Signature _____

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香港上環普仁街十二號東華三院黃鳳翎紀念大樓四樓人力資源科主管收。一切證書現時毋須檢附。
The completed application form should be returned to the Head of Human Resources Division, Tung Wah Group of Hospitals, 4/F., Wong Fung Ling Memorial Building, 12 Po Yan Street, Hong Kong. There is no need to enclose any originals or copies of certificates with this application.

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.

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。

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 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.

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)