



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
CONFIDENTIAL

此欄由本院填寫

For Official Use Only

申請編號
Application No.

筆試編號
Written Test No.

面試編號
Interview No.

第一部份 PART I: 職位資料 JOB DETAILS

申請職位 Post Applied for : <input type="checkbox"/> 中學校長 Secondary School Principal <input type="checkbox"/> 小學校長 Primary School Headteacher <input type="checkbox"/> 特殊學校校長 Special School Principal	職位編號 Reference Code
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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 Chinese _____ 英文 English _____	*香港身份證/旅行證件號碼 *HK Identity Card/Travel Document No.	照片 Photo
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	

第三部份 PART III: 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 <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 _____	有(Y)/ 否(N) 備註 Remarks	
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 <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 _____	有(Y)/ 否(N) 備註 Remarks	
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)	有(Y)/ 否(N) 備註 Remarks	
<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: _____)		

第三部份(續)PART III (Cont'd): 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
教師《基本法》測試要求 Basic Law Test (BLT) for Teachers: <input type="checkbox"/> 已達到《基本法》測試要求/已取得豁免《基本法》測試要求 Attained/Exempted from BLT (請附上證明文件副本 Please attach copies of supporting documents) <input type="checkbox"/> 仍未曾參加《基本法》測試 NOT yet taken the BLT <input type="checkbox"/> 未在《基本法》測試中考獲合格成績 NOT yet obtained a pass result in the BLT <input type="checkbox"/> 正等待《基本法》測試成績, 預計於 _____ (月/年)取得結果通知 Waiting for the BLT test result and the result to be obtained by _____ (M/Y) <input type="checkbox"/> 其他 Others (請註明 please specify: _____)	有(Y)/否(N) 備註 Remarks
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.: _____	有(Y)/否(N) 備註 Remarks

第四部份 PART IV:

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"/> 小學校長 Primary School Headteacher <input type="checkbox"/> 特殊學校校長 Special School Principal Post: _____	
(i) 職級 Rank: _____ 時期: 由 _____ (日/月/年) 至 _____ (日/月/年) 學校名稱: _____ (中文) Name of School: _____ (English)	[合共: _____ 年 _____ 月] [Total: _____ yr(s) mth(s)] 最後支取的薪金: _____ Last drawn salary: 學校類別(註): <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> P School Type(Remarks): <input type="checkbox"/> SS <input type="checkbox"/> PS <input type="checkbox"/> SP
(ii) 職級 Rank: _____ 時期: 由 _____ (日/月/年) 至 _____ (日/月/年) 學校名稱: _____ (中文) Name of School: _____ (English)	[合共: _____ 年 _____ 月] [Total: _____ yr(s) mth(s)] 最後支取的薪金: _____ Last drawn salary: 學校類別(註): <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> P 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 Rank: _____ 時期: 由 _____ (日/月/年) 至 _____ (日/月/年) 學校名稱: _____ (中文) Name of School: _____ (English)	[合共: _____ 年 _____ 月] [Total: _____ yr(s) mth(s)] 最後支取的薪金: _____ Last drawn salary: 學校類別(註): <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> P School Type(Remarks): <input type="checkbox"/> SS <input type="checkbox"/> PS <input type="checkbox"/> SP
(ii) 職級 Rank: _____ 時期: 由 _____ (日/月/年) 至 _____ (日/月/年) 學校名稱: _____ (中文) Name of School: _____ (English)	[合共: _____ 年 _____ 月] [Total: _____ yr(s) mth(s)] 最後支取的薪金: _____ Last drawn salary: 學校類別(註): <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> P 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 Rank: _____ 時期: 由 _____ (日/月/年) 至 _____ (日/月/年) 學校名稱: _____ (中文) Name of School: _____ (English)	[合共: _____ 年 _____ 月] [Total: _____ yr(s) mth(s)] 最後支取的薪金: _____ Last drawn salary: 學校類別(註): <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> P School Type(Remarks): <input type="checkbox"/> SS <input type="checkbox"/> PS <input type="checkbox"/> SP
(ii) 職位: _____ Post: _____ 職級 Rank: _____ 時期: 由 _____ (日/月/年) 至 _____ (日/月/年) 學校名稱: _____ (中文) Name of School: _____ (English)	[合共: _____ 年 _____ 月] [Total: _____ yr(s) mth(s)] 最後支取的薪金: _____ Last drawn salary: 學校類別(註): <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> P School Type(Remarks): <input type="checkbox"/> SS <input type="checkbox"/> PS <input type="checkbox"/> SP
(iii) 職位: _____ Post: _____ 職級 Rank: _____ 時期: 由 _____ (日/月/年) 至 _____ (日/月/年) 學校名稱: _____ (中文) Name of School: _____ (English)	[合共: _____ 年 _____ 月] [Total: _____ yr(s) mth(s)] 最後支取的薪金: _____ Last drawn salary: 學校類別(註): <input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> G <input type="checkbox"/> P 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

第四部份(續)PART IV (Cont'd):

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**

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

第五部份 PART V:

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.

第六部份 PART VI: 諮詢人及曾向東華三院申請的職位 REFEREES AND PREVIOUS APPLIED POST(S) IN TUNG WAH GROUP OF HOSPITALS

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.	電郵地址 E-mail Address	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: _____

第七部份 PART VII: 回郵地址 MAILING ADDRESS

姓名 Name _____
地址 Address _____

姓名 Name _____
地址 Address _____

第八部份 PART VIII: 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) 本人沒有 / 已持有 有效的新冠疫苗接種證明文件 (已接種疫苗劑數: _____) / 已持有 新冠疫苗接種醫學豁免證明書, 有效期直至 _____ (日/月/年) / 其他(請註明): _____ (說明 2)
I have not / have obtained valid COVID-19 vaccination records (No. of doses received: ____)/ have obtained a COVID-19 Vaccination Medical Exemption Certificate valid up to _____ (D/M/Y) / Others (Please specify): _____ (Note 2)

(iii) 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 _____ 簽署 _____
Date _____ Signature _____

第九部份 PART IX: 說明 NOTES

- 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.
- 申請人(如獲聘任)須進入或於疫苗通行證的指明/其他適用處所執行職務, 及須於受聘期間的任何時間符合《預防及控制疾病(疫苗通行證)規例》(第 599L 章)下疫苗通行證及醫院管理局/教育局/社會福利署/其他機構按規例實施的接種要求。
Job applicant (if appointed) will be required to enter or work in specified/other applicable premises under the Vaccine Pass and fulfill the Vaccine Pass requirements in accordance with the Prevention and Control of Disease (Vaccine Pass) Regulation (Cap. 599L) and as stipulated by the Hospital Authority/Education Bureau/Social Welfare Department/other authorities at any point of time during the course of employment.
- 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.
- 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。
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.
- *請刪去不適用者。 Please delete as appropriate.
- 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)