

機密  
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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.	

## 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 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) _____		*香港居民身份/旅行證件號碼 HK Identity Card/Travel Document No.:	
英文 (in English) _____		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》測試要求 Certificate/Diploma/Degree/Professional Qualifications/Class/ Department Attended/Language Proficiency Requirement (LPR)/ Basic Law Test (BLT)	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	→ <input type="checkbox"/> 已附上證明文件副本 Copies of supporting documents are attached	<input type="checkbox"/> 請附上證明文件副本 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	→ <input type="checkbox"/> 預計於 _____(月/年)取得結果通知 To be informed of the result by _____(M/Y)	<input type="checkbox"/> 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	→ <input type="checkbox"/> 未達到 NOT yet attained	<input type="checkbox"/> 未達到 NOT yet attained

## 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"/> 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: _____)

## 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 \_\_\_\_\_

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 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): \_\_\_\_\_

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): \_\_\_\_\_

(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。(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 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 \_\_\_\_\_

第十一部分 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.

# 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**

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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)