

職位申請人所提供的資料將用於甄選教職員和學校委任，並在學校委任時用於其他適當目的。根據個人資料(私隱)條例，申請人有權要求查閱和/或更正學校持有的個人資料，有關要求請向番禺會所華仁小學教務處申請(電郵: school@puny.edu.hk)。

The information provided will be used for staff selection, appointment to the School and upon appointment, for other appropriate purposes within the School. Under the Personal Data (Privacy) Ordinance, applicants have rights to request access to and/or correction of their personal data held by the School. Requests should be made to the School Office, Pun U Association Wah Yan Primary School (e-mail: school@puny.edu.hk).

番禺會所華仁小學
Pun U Association Wah Yan
Primary School

教師職位申請表
Teaching Post Application Form

For Office Use

Date received

No.

在填寫此表格之前，請閱讀以下注意事項。

Please read the following notes before completing this form.

1. 請用正楷填寫此申請表。如果您願意的話，您可以附上一份完整的履歷表，但亦請填寫這份表格(即使表格內的資料重複履歷表中所提供的內容)，因為它有助於遴選委員會審視與本申請相關各類範疇的資料。本表格所收集的個人資料將用作處理職位申請及評估應徵者是否適合申請職位。應徵者應提供/盡力取得所有相關資料，否則本校可能無法處理您的申請。Complete this form in BLOCK LETTERS in full. You may, if you wish, attach a full curriculum vitae, but please complete this form nonetheless, even where this duplicates the information provided, as it helps the selection committee to examine various categories of information related to this application. Personal information collected will be used for processing the job applications and assessing the suitability of candidates for the job. The applicants shall provide all relevant information/be cooperative in procuring the same, failing to do so may result in the application not being processed by the School.
2. 請將填妥的申請表連同您的申請信(和履歷，如適用)於廣告上的截止日期或之前郵寄到達香港北角百福道2號番禺會所華仁小學校長收。Please send the completed form with your application letter (and a curriculum vitae if applicable) by post to reach The Principal, Pun U Association Wah Yan Primary School, 2 Pak Fuk Road, North Point, Hong Kong by the closing date given in the advertisement.
3. 如果您有任何關係密切的朋友和/或親戚在這所學校工作，請在F部分填寫他們的姓名並說明他們與您的關係。「親屬關係」包括(a)配偶、(b)自己或配偶的父母、(c)自己或配偶的兄弟姐妹，以及(d)兒女及其配偶。If you have any close friends and/or relatives working in this School, please give their names in full and indicate their relationship with you in Section F. "Close relatives" include (a) spouse, (b) parents/parents-in-law, (c) brothers/sisters and brothers/sisters-in-law, and (d) children and their spouse.

近照
Photo

A. 個人資料 Personal Particulars

申請職位Post applied for: _____ 職級Rank: _____

中文姓名: _____ 稱謂Title: 博士/先生/太太/女士Dr. / Mr. / Mrs. / Ms.*

Surname in English: _____ Given name(s) in English: _____

出生日期Date of birth: _____ 宗教(如有) Religion (if any): _____

通訊地址Address for correspondence: _____

聯絡電話Contact tel.: _____ 電郵地址E-mail address: _____

如您現在具備以下資歷，或以下情況適用於您，請□並提供相關資料: 'If you possess the following qualifications or the following situations apply to you, please □ and provide relevant information: ' (*請刪除不適用者please delete the non-applicable; †按教育局通告3/2020號要求according to requirements in Education Bureau [EDB] Circular 3/2020)

☐ 准用教員 / 檢定教員* Permitted Teacher / Registered Teacher*

☐ (只適用於普通話科/英文科教席申請人Only applicable to applicants of Putonghua/English teaching post) 在本校任教普通話科的語文能力要求 / Language proficiency requirement for teaching English in our School*

☐ 有效的性罪行定罪紀錄查核文件Valid sexual conviction record check document

¹ 如果申請人拒絕提供所需資料及/或故意虛報資料/隱瞞重要事實，有關求職申請可能不獲受理；即使已獲錄用，有關聘任即使已生效亦可遭終止，受聘人員可能面對被刑事檢控的嚴重後果。應徵者若曾干犯任何刑事罪行，並不一定不予錄用。If the applicant refuses to disclose the necessary information or intentionally provides false information and/or withholds any material information, the job application may not be considered, and/ or any employment offered and taken effect may be terminated, and the appointee may face the dire consequence of criminal prosecution. Any conviction of criminal offence(s) on Applicants may not necessarily render their applications unsuccessful.

☐	已在《基本法》測試(適用於2022/23年度入職)/《基本法及國安法》測試(適用於2023/24年度或之後入職)取得及格 Passed Basic Law Test (Applicable for employment in 2022/23 SY) / Basic Law and National Security Law Test (Applicable for employment in 2023/24 SY and after)
☐	您曾遭取消 / 拒絕教師註冊*† Your registered teacher or permitted teacher status has been cancelled / refused*† 請提供詳情 Please provide details:
☐	您曾在香港或其他地方被裁定干犯刑事罪行† You have been convicted of any criminal offence in Hong Kong or elsewhere† 請提供詳情 Please provide details:
☐	就您所知, 您正在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), 或正被學校或教育局調查有關專業失德的指控† To the best of your knowledge, you are involved in any ongoing criminal proceedings or investigations (including but not limited to arrest or apprehension by the police), or you are being investigated by schools or the EDB over professional misconduct allegations)† 請提供詳情 Please provide details:

B. 學術資歷 (由最近期資歷起列出) Academic Qualifications (please list from the most recent qualification)

就讀日期(月/年) Dates of attendance (month/year)		學校名稱Name of Institution (由中學至大專/大學 from secondary school to tertiary/univ.)	所獲資歷 (包括等級, 如適用) Qualifications obtained, with classification if any	大專/大學主修及 副修科目Major & Minor subjects in tertiary/univ.
由From	至To			

C. 教師專業培訓Professional Teacher Training

受訓日期(月/年) Dates of training (month/year)		培訓機構名稱Name of Training Institution	所獲資歷 (包括等級, 如適用) Qualifications obtained, with classification if any	主修及副修科目 Major & Minor subjects
由From	至To			

D. 教學經驗Teaching Experience

D1. 請提供以下教學經驗資料Please provide the following information about teaching experience:

由From (日/月/年 d/m/y)	至To (日/月/年 d/m/y)	學校/院校 School / Institute	所屬類別 Type A:資助Aided G:官立Govt P:私立Priv D:直資DSS	職級/ 實習 Rank /Teachin g Practice (T.P.)	全職或兼 任教師 F/T or P/T (兼任請註 明比例P/T please state fraction)	任教科目 Subjects Taught	職位經費來源 Source of Funding (例如: 薪金津貼、優質 教育基金、學校發展津 貼、私人款項 E.g. SG, QEF, CEG, Private)

D2. 請提供前任僱主發出的服務證明書副本。Please provide copies of certificates of service issued by your previous employers.

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D3. 請表示是否同意, 本校(如有需要)向您於上表列出的前任僱主查詢您的工作表現。Please indicate whether you agree to our School consulting your previous employers listed above about your performance.†

- ☐ 同意 Agree
- ☐ 不同意 Do not agree

D4. 請表示是否同意, 本校(如有需要)向教育局申請將您的教師註冊資料向本校發放。Please indicate whether you agree to our School applying to the EDB for releasing information regarding your registration status.†

- ☐ 同意 Agree
- ☐ 不同意 Do not agree

D5. 將於未來半年或在過往三年師訓畢業的教師, 請以附件形式提供最少一份教學實習表現文件副本。Teachers graduating from teacher training in the next 6 months or who graduated in the past 3 years please provide at least one copy of your practicum performance document.)

E. 可以到任日期和諮詢人 Date of Possible Assumption of Duty and Referees

如獲委任, 您可以於何時到任? **If appointed, when would you be able to assume duty?**

在獲得兩位諮詢人同意後, 請提供他們的姓名, 電話號碼和電郵地址(並說明他們與你的關係), 而當中至少有一位諮詢人應該了解您目前的工作。您在此提供上述資料, 表示同意本校向這些諮詢人查詢與本申請相關的資料。Please give the names, telephone number and e-mail addresses of two referees (and indicate their relationship with you) after you have obtained their consent. At least one of your referees should have knowledge of your current work. By giving their information here, you give consent to our School to approach your referees for information related to this application.

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F. 關係申報 (如有需要) Declaration of Relationship (If any)

姓名 Name	關係 Relationship(a. 配偶 spouse、b. 自己或配偶的父母 parents/parents-in-law、c. 自己或配偶的兄弟姐妹 brothers/sisters and brothers/sisters-in-law, 以及 and d. 兒女及其配偶 children and their spouse)				就讀年級(如適用) Class Year if attending school
	☐ a.	☐ b.	☐ c.	☐ d.	
	☐ a.	☐ b.	☐ c.	☐ d.	
	☐ a.	☐ b.	☐ c.	☐ d.	

本人在此聲明, 本人在本申請中提供的信息盡我所知是正確和完整的。I declare that the information I have given in this application is correct and complete to the best of my knowledge and belief.

日期 Date 簽名 Signature 姓名 Name