

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。有關詳情請向香港華仁小學教務處申請(電郵: school@punyu.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@punyu.edu.hk).

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

非教師職位申請表

Non-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.

- 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和考慮您的申請。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 which our School may not be able to process and consider the applications.
- 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.
- 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.

A. 個人資料 Personal Particulars

申請職位Post applied for:

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:

如以下情況適用於您，或您現在具備以下文件，請□並提供相關資料：¹ If the following situations apply to you, or if you possess the following document, please □ and provide relevant information: ¹(*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)

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

☐ 您曾遭取消 / 拒絕教師註冊*
Your registered teacher or permitted teacher status has been cancelled / refused*†
詳情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
詳情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)

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.

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. 工作經驗(由最近期經驗起列出) Working Experience (please list from the most recent experience)

由From (日/月/ 年 d/m/y)	至To (日/月/ 年 d/m/y)	僱主機構名稱 Name of Employing Organisation	職位Post	職責 Work Duties	全職或兼 任教師 Full-time or Part-time

D1. 期望月薪Expected Monthly Salary: HK\$

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.
†

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

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, 請提供他們的姓名和電話號碼(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 and telephone numbers 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