

JOB APPLICATION FORM

職位申請表格

Personal Information Collection Statements

收集個人資料聲明

The personal data collected in this application form will be used by the School to assess the applicant's suitability for assume the job duties of the position for which he/she has applied and to determine remuneration and benefits package, if applicable.

Personal data marked with (◆) on the application form are regarded as mandatory for selection purposes. Failure to provide these data may influence the processing and outcome of your application.

Applicants not contacted within 6 weeks after the interview may consider their applications unsuccessful. All personal data of applicants will be retained for recruitment record for a period of 6 months. Thereafter, all applications and related materials will be disposed of.

Under the Personal Data (Privacy) Ordinance, applicants have a right to request access to, and to request correction of, their personal data in relation to the application. If you wish to exercise these rights, please forward your written request to the School.

本校會將本申請表所收集的個人資料，使用於評估申請人是否適合擔任所申請的職位，以及在你獲挑選出任該職位時，用作釐定薪酬及福利（若適用）。

申請表中有(◆)號的項目是挑選合適入選者所必須考慮的資料。求職者如不提供此等資料，會對申請的處理及結果有所影響。

如申請人於面試後6週內未獲通知，可作落選論；本校將保留申請人資料不多於6個月，其後此申請表及所附文件將被銷毀。

根據《個人資料(私隱)條例》，申請人有權要求查閱及改正申請表上所填報的個人資料。如你欲行使這項權利，請來函本校校長辦理。

Notes for Applicants:

1. Please complete all items on this Job Application Form in block letters.
2. If there is insufficient space, please provide details or explanations on a separate sheet to be attached to the job application form.
3. Applicants are requested to attach photocopies of academic certificates, transcripts, employers' reference letters, letters of recommendation and other relevant documents to support information on this form and assess the suitability of the position. These copies are not returnable and will be verified in due course.
4. Please return the completed job application form together with resume and the required documents to The Principal, Hong Kong Red Cross Margaret Trench School, by post or email as stated in the advertisement. Applicants may refer to the "Job Vacancies" on School website for details.

申請人須知：

1. 請以正楷填寫此申請表上所有項目。
2. 如空位不敷應用，申請人應另紙詳列有關資料，並隨申請表附上。
3. 申請人請附上有關學歷證書、成績單、工作證明、推薦信及其他有關資料之副本以方便進行評核申請人是否適合所申請之職位。所有副本將不獲退回並需於日後作核對之用。
4. 請將填妥的申請表格連同個人履歷及所需資料按廣告所述方法郵寄/電郵予香港紅十字會瑪嘉烈戴麟趾學校校長。詳情可參閱本校網頁「職位空缺」。

*Please whichever is applicable 請於適當位置

Position Applied for 申請職位		Unit/ Department 服務單位/部門		Office Use
◆ PERSONAL DATA 個人資料				
English Name 姓名(英文) <input type="checkbox"/> Mr.先生/ <input type="checkbox"/> Mrs.夫人/ <input type="checkbox"/> Miss小姐/ <input type="checkbox"/> Ms.女士*			Chinese Name 中文姓名	
Date of Birth 出生日期		Sex 性別		Nationality 國籍
Are you a holder of H.K. Permanent I.D. Card? 你是否持有香港永久性居民身份證?				
<input type="checkbox"/> Yes 是		<input type="checkbox"/> No 否 (Please provide the following Passport / Travel Document Information) (請提供下列護照/旅行證件資料) Passport / Travel Document Number 護照 / 旅行證件號碼: _____ Issuing Country 簽發國家: _____ Issue Date 簽發日期(dd/mm/yy)(日/月/年): ____ / ____ / ____ Expiry Date 屆滿日期(dd/mm/yy)(日/月/年): ____ / ____ / ____		
I.D. Card No.: 身份證號碼:		Teacher Registration Number (if applicable): 教師註冊號碼(如適用):		
Contact Tel No.: 聯絡電話號碼:		Email: 電郵:		

◆ EDUCATION AND PROFESSIONAL TRAINING 學歷及專業訓練 (in chronological order) (請順序填寫)

From(mm/yy) 由(月/年)	To (mm/yy) 至(月/年)	Names of Institutes 院校/訓練機構名稱	Qualification Obtained 所獲學歷	Field of Study 修讀科目	Office Verify (<input checked="" type="checkbox"/> / <input checked="" type="checkbox"/>)
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

PROFESSIONAL MEMBERSHIP 專業會籍 (in chronological order) (請順序填寫)

From(mm/yy) 由(月/年)	To (mm/yy) 至(月/年)	Names of Professional 院校/訓練機構名稱	Professional Membership 專業會籍	Office Verify (<input checked="" type="checkbox"/> / <input checked="" type="checkbox"/>)
				<input type="checkbox"/>
				<input type="checkbox"/>

TEACHER TRAINING 師資訓練 (in chronological order) (請順序填寫)

From(mm/yy) 由(月/年)	To (mm/yy) 至(月/年)	Names of Professional 院校/訓練機構名稱	Primary / Secondary 小學/中學	Field of Study 修讀科目	Qualifications Attained 所獲資格/學歷	Office Verify (<input checked="" type="checkbox"/> / <input checked="" type="checkbox"/>)
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

◆WORKING EXPERIENCE 工作經驗 (in reverse chronological order) (請先填最近時間者)					
From(mm/yy) 由(月/年)	To (mm/yy) 至(月/年)	Organization 服務機構 Position 職位	Duties 職責	Reason for Leaving 離職原因	Office Verify
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
Present / Last Salary 現時 / 最後薪金			Salary Expected 要求薪金		
Date Available To Assume Duty 可到職日期		<input type="checkbox"/> 即時上班 <input type="checkbox"/> 需通知期，請列明：_____			

OTHERS 其他		
Have you ever worked in the school before? 有否曾於本校工作? <input type="checkbox"/> Yes 有 (年份:_____ 職位:_____) <input type="checkbox"/> No 否		
Do you have relative(s) and / or friend(s) who is / are working in the school? 是否有親屬 / 朋友在本校工作? <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 否 Name 姓名 : _____ Unit 單位 : _____		
◆REFERENCES 諮詢人 (please provide details of two referees) (請提供兩名諮詢人的資料)		
Information 資料	諮詢人1 Referee 1	諮詢人2 Referee 2
姓名及職位 Name and Position		
機構 Organization		
電郵地址 Email Address		
聯絡電話 Contact Number		
與諮詢人之關係 Relationship with the Referee		

◆DECLARATION 聲明

Do you have any previous record(s) of disciplinary offence whilst in employment with your previous employer(s) ? 你曾否在受僱於前僱主期間有違反紀律紀錄？ Yes 有 No 否
If so, please give details. 如有，請詳細說明。

Do you have been convicted of any criminal offence in Hong Kong or elsewhere, or whether you are involved in any ongoing criminal proceedings or investigations to the best of your knowledge, including but not limited to arrest or apprehension by the police, whether your registered teacher or permitted teacher status has been cancelled/refused, or whether you are being investigated by schools or the EDB over professional misconduct allegations to the best of you knowledge? 你是否曾在香港或其他地方被裁定干犯刑事罪行，或就你所知是否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，或曾遭取消 / 拒絕教師註冊，或就你所知是否正被學校或教育局調查有關專業失德的指控？ Yes 有 No 否
If so, please give details. 如有，請詳細說明。

(Note: A criminal conviction or a record of disciplinary offence is not necessarily a barrier to your application for employment. 註：刑事罪行或違反紀律紀錄、並不會對申請本職位構成障礙。)

I hereby give my consent to School to contact my existing and/or previous employer(s) and referee(s) as listed in the job application form/my curriculum vitae, for the purpose of recruitment and appointment, to obtain information with regard to my job performance, conduct and reasons for leaving.
本人同意學校可就招聘及僱用事宜，向本人已列於上表或履歷中之諮詢人或現職及以往之僱主，索取有關本人之工作表現、品格及離職原因。

Have you applied for the Sexual Conviction Record Check (SCRC)? (See Remark 2)

*是否已申請「性罪行定罪紀錄查核」?(見備註2)

是 Yes 否 No

I agree/disagree* that the school checks my record in the SCRC Scheme. My checking code is :

本人同意/不同意*學校查核本人在「性罪行定罪紀錄查核機制」內的紀錄，我的查詢密碼如下：

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I have read through and understood the “Personal Information Collection Statement” issued by the School. I fully understand the purpose(s) for collecting my personal data and their uses.

本人已細閱並明白學校提供之「收集個人資料聲明」，並明白收集本人的個人資料的目的及其用途。

I declare and certify that the information given above is correct and complete to the best of my knowledge and belief. I understand and accept the condition that my employment can be summarily terminated without compensation if it is proven by the school that I have knowingly given false information.

本人證明在申請表格上所填資料正確無訛，如日後發現有任何虛構或捏造，本人願意接受即時無償解僱。

Signed 簽署：

Date 日期：

*For General Office Use Only

received by:

_____ (_____)

Date: _____

Signature

Initial