

香港紅十字會瑪嘉烈戴麟趾學校
HONG KONG RED CROSS MARGARET TRENCH SCHOOL

職位申請表
JOB APPLICATION FORM

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. The information provided will be used for recruitment and selection purposes. Failure to provide the required information may influence the processing and outcome of the job application.
4. Applicants are requested to attach photocopies of academic certificates, employers' reference letters and other relevant documents to support information on this form and assess the suitability of the position. These copies are not returnable.
5. 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 the 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，申請人應用另紙詳列有關資料，並隨申請表附上。
3. 申請人所提供的資料將用於招聘工作有關的事宜上。若未能提供所需資料，將會影響招聘申請之處理及結果。
4. 申請人請附上有關學歷證書、工作證明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。
5. 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」。

申請人姓名 Name of the Applicant	
申請職位 Position Applied	
任教科目(如適用) Subject(s) Taught (if applicable)	
日期 Date	

招聘方面的收集個人資料聲明

- 本校會將此申請表所收集的個人資料，使用於評核申請人是否適合擔任所申請的職位，以及在申請人獲挑選出任該職位時，用作釐定薪酬及福利（如適用）。
- 在使用求職者提供的個人資料時，本校只會將資料作有關招聘用途。
- 此申請表上的個人資料，有可能轉交予參與學校人事聘任流程的人士，以及教育局相關部門，以處理和申請人工作相關的事宜，包括但不限於教員註冊、聘任教學人員／非教學人員表格等。
- 如申請人於面試後 8 週內未獲通知，可作落選論；學校保留申請人資料不多於 12 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。如申請人欲行使這項權利，請致函予九龍黃大仙牛池灣平定道東10號，香港紅十字會瑪嘉烈戴麟趾學校校長收。

Personal Information Collection Statement pertaining to Recruitment

- The personal data collected in this application form will be used by the School to assess the applicant's suitability for assuming the job duties of the position for which he/she has applied and to determine remuneration and benefits package, if applicable.
- Personal data provided by the applicants will be used strictly in accordance with the School's data protection policy for recruitment purpose only.
- Personal data on this application form may be transferred to persons involved in the school personnel appointment process and relevant departments of the Education Bureau to handle work related matters of the applicant, including but not limited to teacher registration and appointment forms of teaching staff/non-teaching staff, etc.
- Applicants not contacted within 8 weeks after the interview may consider their applications unsuccessful. All personal data of unsuccessful applicants will be retained for possible future recruitment purpose for a period of not more than 12 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 applications. If you wish to exercise these rights, please write to The Principal, Hong Kong Red Cross Margaret Trench School, 10 Ping Ting Road East, Ngau Chi Wan, Wong Tai Sin, Kowloon.

I. 申請職位 Position Applied

申請職位 Position Applied		
從何途徑得知本校招聘資料？ How did you learn about our job vacancy ?		
☐ School Website 本校網站	☐ Newspapers 報章 (Please Specify 請說明) _____	☐ Referral 介紹 (Please Specify 請說明) _____
☐ Recruitment Website 招聘網站 (Please Specify 請說明) _____	☐ Other 其他 (Please Specify 請說明) _____	

II. 個人資料 Personal Particulars

Name 姓名 (☐ Mr 先生 / ☐ Ms 女士 / ☐ Mrs 夫人 / ☐ Miss 小姐)		相片 Photo (Optional)
英文 English	中文 Chinese	
香港身份證 / 護照號碼 * (只需填寫首4個英文字及數字) HKID / Passport No. * (Please provide the first four characters & digits only.)	出生日期(月/年) Date of Birth(mm/yy)	
教師註冊號碼(如適用) Teacher Registration Number (if applicable)		
住址 Home Address		
聯絡號碼 Contact Number		電郵地址 Email Address

III. 學歷 (按日期順序填寫) Academic Qualifications (in chronological order)

由(日/月/年) From (dd/mm/yy)	至(日/月/年) To (dd/mm/yy)	學校/學院名稱 Name of School/College/ University/Institute	修讀範圍(主修/副修/科目) Field of Study (Major/Minor/Subjects)	所獲學歷(學位/文憑/證書) Qualifications Attained(Degree/Dip/Cert)	頒授日期(日/月/年) Date Awarded (dd/mm/yy)

IV. 師訓 (按日期順序填寫)**Teacher Training (in chronological order)**

由(日/月/年) From (dd/mm/yy)	至(日/月/年) To (dd/mm/yy)	學校及學院名稱 Name of School/College/ University /Institute	小學/中學 Primary / Secondary	修讀範圍(主修/副修/科目) Field of Study (Major/Minor/Subjects)	所獲資格 / 學歷 Qualifications Attained	頒授日期(日/月/年) Date Awarded (dd/mm/yy)

V. 其他專業資格 (按日期順序填寫)**Other Qualifications (in chronological order) (e.g. Training in Special Education, LCC, etc.)**

頒發日期(日/月/年) Date of Issue (dd/mm/yy)	頒發機構 Issuing Authority	專業資格/名銜 Professional Qualifications/Title

VI. 請填寫《基本法及香港國安法》測試成績(如適用)**Please state the result obtained in the Basic Law and National Security Law Test (BLNST) (if applicable).**

頒發日期(日/月/年) Date of Issue (dd/mm/yy)	頒發機構 Issuing Authority	測試成績 Test Result
		☐ 及格 Pass ☐ 不及格 Fail

VII. 工作經驗 (按日期順序填寫) Working Experience (in chronological order)

由(日/月/年) From (dd/mm/yy)	至(日/月/年) To (dd/mm/yy)	服務機構名稱 Name of Organization	職位(職級)-全職/兼職 Position held (Rank) Full time/Part time	職責/任教科目及程度 Duties/Subjects taught & Level	離職原因 Reasons for Leaving

VIII. 附加資料 Supplementary Information

甲. 請列出如在過去因工作、學習或培訓中獲得與申請職位甄選準則相符的經驗、技術和知識(如有) A. Please list any other experience, skills and knowledge gained in your previous work, study or training which meet the selection criteria for the position (if any).

乙. 請列出可任教之科目及程度(如適用) B. Please list the subject(s) and level(s) to be taught (if applicable).

程度 (1.小學; 2.初中; 3.高中) Level (1. Primary; 2. Junior Secondary; 3. Senior Secondary)	可任教科目 Subjects to be taught

IX. 現職/近職資料 Details of Present / Last Employment

現職/近職*之每月基本薪金 Present / Last* Monthly Basic Salary :	總薪級表/第一標準薪級表*第_____點及增薪日期(如有) : MPS Point/MOD1* Point_____and Incremental Date (if any) :
薪金要求 Expected Salary :	可上班日期/離職通知期 Availability/Notice Period Required for Resignation :

X. 諮詢人(選填) (請提供兩名現任或前任僱主的資料, 只會在面試成功後才聯絡。) **References (Optional) (please provide details of two present or previous employers, referees will be contacted if the interview is successful.)**

資料 Information #	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		

#請先獲諮詢人應允後, 才提供他/她的個人資料予本校。 Please obtain the referee's consent before providing his/her contact information to us.

XI. 其他資料 Other Information

甲. 你曾否申請本學校任何職位? A. Have you ever applied for any jobs with our School?

☐
否
No
☐
有
Yes

請說明職位

Please state the applied position

申請日期

Application Date

乙. 你曾否於本學校工作? B. Have you ever been employed by our School?

☐
否
No
☐
有
Yes

請說明職位

Please state the applied position

受僱期

Employment Date

丙. 如與任職本學校之僱員有緊密關係 (例如: 親屬、好朋友、前工作同事等), 請列明其資料如下:

C. If you have any close relatives currently working in our School (e.g. relative, close friend, former colleague, etc.), please state their information as below :

姓名 Name	職位 Position	關係 Relationship

本人認同香港紅十字會的使命、價值觀及基本原則，也認同香港紅十字會瑪嘉烈戴麟趾學校的辦學理念／使命。
I agree with the mission and core values of Hong Kong Red Cross as well as the mission of Hong Kong Red Cross Margaret Trench School.

本人特此聲明，申請表內填報的資料是真實和正確的；本人知道及同意學校有權引用上述資料，作為本人受僱於學校正常職務及與其有關之用途。
I declare that the information given in this form is true, accurate and complete to the best of my knowledge. I acknowledge and agree that the above information will be used for purposes relating to my employment with the School and in the course of proper performance of my duties.

日期
Date

1-1-2025