順德聯誼總會鄭裕彤中學

Shun Tak Fraternal Association Cheng Yu Tung Secondary School

教學人員職位申請表

Teaching Staff Employment Application Form

在填寫本申請表前，請先細閱第三頁之收集個人資料收集聲明。
Please read the Personal Data Collection Statement on page 3 before completing the application form.

申請職位 Position Applied			
可到職日期(日/月/年) Date Available (D/M/Y)		要求待遇 Expected Salary	

個人資料 PERSONAL PARTICULARS

英文姓名 Name in English				相片 Photo (選擇性提供) Optional
中文姓名 Name in Chinese				
出生日期(日/月/年) Date of Birth (D/M/Y)		年齡 Age		
婚姻狀況 Marital Status	*未婚 / 已婚 / 離婚 *Single / Married / Divorce	性別 Gender	*男 / 女 *Male / Female	
出生地點 Place of Birth		國籍 Nationality		
電子郵件地址 E-mail address				
聯絡電話 Contact No.		*香港身份證號碼 / 旅遊證件號碼 *HKID Card No. / Travel Doc No.		
通訊地址 Correspondence Address				

學歷/專業資格 ACADEMIC QUALIFICATION/PROFESSIONAL QUALIFICATIONS

日期(月/年) Date (M/Y)		全日/兼讀 Full / Part Time	學院名稱或頒發機構 Name of Educational Institution or Issuing Authority	獲頒授資格 Qualifications Awarded	學位課程選修科目 Degree Course of Study	
由 From	至 To				主修 Major	副修 Minor
		□F / □P				
		□F / □P				
		□F / □P				
		□F / □P				
		□F / □P				
		□F / □P				
		□F / □P				

註：持非本港學歷者，如有公務員事務局評審入職教師學歷或香港學術及職業資歷評審局的學歷評審結果，請隨申請表一同遞交。

Note: If you possess non-local academic qualification(s), please attach the document assessing your qualification(s) from the Secretary for Civil Service for the appointment as a teacher or academic accreditation from the Hong Kong Council for Accreditation of Academic and Vocational Qualifications, if any.

*請刪去不適用者*Please delete if inapplicable
請在適當方格內加上 ☑號 Please "☑" as appropriate

公開考試 PUBLIC EXAMINATIONS

公開考試 Public Examination	科目 Subject	等級 Grade	科目 Subject	等級 Grade
香港高級程度會考成績 Hong Kong Advanced Level Examination 年份： Year：_____	1)		2)	
	3)		4)	
	5)		6)	
☐香港中學會考或 Hong Kong Certificate of Education Examination or ☐香港中學文憑考試成績 Hong Kong Diploma of Secondary Education Examination 年份： Year：_____	1)		2)	
	3)		4)	
	5)		6)	
	7)		8)	
其他公開考試 Other Public Examination 年份： Year：_____	1)		2)	
	3)		4)	
	5)		6)	

教師語文能力評核 LANGUAGE PROFICIENCY ASSESSMENT FOR TEACHERS

科目 Subject	基準試成績 LPAT Level	獲得豁免 Exemption	取得認可課程證書 Obtained a recognised course certificate
英國語文 English Language	評級： Level :	☐	學院名稱： Name of School:
普通話 Putonghua	評級： Level :	☐	學院名稱： Name of School:

基本法及香港國安法 BASIC LAW AND NATIONAL SECURITY LAW TEST (BLNST)

☐ 本人已在《基本法及香港國安法》測試取得及格成績。
I have passed the BLNST.

工作經驗 EMPLOYMENT HISTORY

請提供截至目前為止的全部就業詳情（包括兼職在內），並先列出最近期的工作。
Please provide full details of your employment record (Including your part-time job) in descending chronological order.

學校或機構名稱 Name of School or Organization	全職/兼職 Full/Part Time	日期(月/年) Date (M/Y)		最後擔任職位 Last Position Held	最後月薪 Last Salary
		由 From	至 To		
	☐F / ☐P				
	☐F / ☐P				
	☐F / ☐P				
	☐F / ☐P				
	☐F / ☐P				

任教科目 TEACHING SUBJECTS

主要任教科目 Main Teaching Subject	級別 Grade	日期(月/年) Date (M/Y)		兼教科目 Other Teaching Subjects	級別 Grade	日期(月/年) Date (M/Y)	
		由	至 To			由 From	至 To

其他資料 OTHER INFORMATION

學校行政經驗 School Administrative Work Experience	
專長及技能 Skills and Abilities	
興趣 Interests	

請按意願順序列出如獲聘用後可負責的課外活動
Extra-curricular activities capable or taken up if appointed (In order of preference)

1)	2)	3)
4)	5)	6)

諮詢人資料（請提供兩位非親屬的諮詢人）

Referees Information (Please provide two referees' information; family members will not be accepted as referees.)

諮詢人姓名 Name of referee	任職之機構名稱 Name of Organization	職位 / 稱號 Position / Title	聯絡電話 Contact Number

個人資料收集聲明Personal Information Collection Statement

申請人所提供的資料將用於聘用有關的事宜上。所有提供的資料將一切保密。
The information you provide will be used to process your employment application. All information provided will be kept confidential.

你的個人資料可能會被交予：法團校董會內的有關人士；需要該等資料作為你受僱或服務於法團校董會的相關人士；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。
Your 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 that legislation; or where permitted or authorised by law.

招聘程序完成後，未獲取錄申請人的資料將保留一年後全部銷毀。如求職者獲聘用便會保留申請表資料作員工紀錄。
Personal data of unsuccessful candidates will be retained for one year after the recruitment process and destroyed. For successful candidates, all information on the application form will be kept for staff records.

根據個人資料(私穩)條例計劃一第六原則十八及二十二條訂明申請人有權查閱及改正個人資料。權利包括申請人可要求一份本申請表格內所提供個人資料的複本。
You have a right to request access to and correct your data as provided in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes obtaining a copy of your data, which is provided in this application form.

☐ 本人授權教育局向順德聯誼總會鄭裕彤中學法團校董會（以下簡稱法團校董會）發放有關本人的教員註冊資料，包括教育局曾否拒絕本人檢定/准用教員的註冊申請、取消本人的檢定/准用教員註冊或曾否就本人的教師註冊資格向本人發出譴責/警告/勸喻信等。
I authorise the Education Bureau to release the information related to my teacher registration to the Incorporated Management Committee of Shun Tak Fraternal Association Cheng Yu Tung Secondary School (IMC), including whether the Education Bureau has ever refused my teacher registration application/permission to teach, cancelled my teacher registration/permit to teach or whether any reprimand/warning/advisory letter has been issued related to my teacher registration.

☐ I authorise IMC to access the result of my Sexual Conviction Record Check through the Auto-Telephone Answering System.
本人授權法團校董會透過自動電話查詢系統查詢本人的性罪行定罪紀錄查核結果。

☐ I authorise IMC to inquire to my former employer about my work performance and/or reason for leaving to ensure that the appointment of candidates is appropriate.
本人授權法團校董會向前任僱主查詢其工作表現及/或離職原因，以確保聘任人選恰當。

聲明 DECLARATION

本人在此聲明，就本人所知，
I hereby declare that

1. 本人 *曾 / 未曾 遭取消 / 拒絕本人教師註冊資格；
   my registered teacher or permitted teacher status *have / have not been cancelled/refused;
2. 教育局 *曾 / 未曾 就本人專業失德行為，發出譴責 / 警告 / 勸喻信；
   EDB *has/has not been issued a reprimand/warning/advisory letter due to my professional misconduct to the best of my knowledge;
3. 本人 *曾 / 正 / 沒有 被學校或教育局調查有關本人專業失德的指控；
   I *have been / am being / am not investigated by schools or EDB over professional misconduct allegations to the best of my knowledge;
4. 本人 *曾 / 未曾 在香港或其他地方被裁定干犯刑事罪行；
   I *have / have not been convicted of any criminal offence in Hong Kong or elsewhere;
5. 本人 *曾 / 未曾 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）。
   to the best of my knowledge, I* am/am not involved in any ongoing criminal proceedings or investigations (including, but not limited to, arrest or apprehension by the police).

在上述聲明中，如曾，請提供詳情：
In the above declaration(s), if so, please provide details:

☐ I read and understand the "Personal Information Collection Statement".
本人已經閱讀及明白「招聘方面的個人資料收集聲明」。

I hereby declare that the information above is correct and complete. I shall produce the original copies of all identification and qualification documents for further application processing. I understand that if I intentionally supply false information or withhold any material information in this application, (1) IMC shall have the right to rescind any verbal/written offer of appointment. (2) Even if I have been appointed, I shall be liable to summary dismissal without notice or pay in lieu.
本人謹此聲明以上所提供之資料均屬真實。如有需要，本人將提供有關身分及資歷文件之正本予法團校董會查核以進一步處理本人之申請。本人明白倘若故意虛報資料 / 隱瞞重要事實，可能面對被刑事檢控，法團校董會可取消已發出的口頭或書面聘約，或縱使已獲聘任仍可遭立刻解僱而無須由校方預先通知或付出通知代金之虞。

日期 Date　　申請人簽名 Signature of Applicant