順德聯誼總會鄭裕彤中學

Shun Tak Fraternal Association Cheng Yu Tung Secondary School

非教學人員職位申請表

Non-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/半日 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				
		☐F / ☐P			
		☐F / ☐P			
		☐F / ☐P			
		☐F / ☐P			
		☐F / ☐P			
		☐F / ☐P			

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.

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。

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)	

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				
	☐F / ☐P				

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 personal 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.

聲明 DECLARATION

I hereby declare that I * have / have not been in Hong Kong or elsewhere, or whether they are involved in any ongoing criminal proceedings or investigations to the best of their knowledge, including but not limited to arrest or apprehension by the police, whether their registered teacher or permitted teacher status has been cancelled/refused, or whether they are being investigated by schools or the EDB over professional misconduct allegations to the best of their knowledge, if it has, please provide details: _____.

本人在此聲明：本人*曾 / 未曾在在香港或其他地方被裁定干犯刑事罪行，或就其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，或就其所知是否正被學校或教育局調查有關其專業失德的指控，若曾，請提供詳情：_____。

I *authorise / do not authorise IMC to access the result of my Sexual Conviction Record Check through the Auto-Telephone Answering System.

本人*授權 / 不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。

Note: The Sexual Conviction Record Check (SCRC) is an administrative scheme to enable employers of persons undertaking child-related work and work relating to mentally incapacitated persons (MIPs) to check whether their prospective employees have any sexual conviction records. This scheme serves to help employers assess the suitability of applicants for child or MIP-related work and afford better protection to children and MIPs from sexual abuse. Details of the SCRC scheme are available on the Hong Kong Police Force homepage (http://www.police.gov.hk/scrc).

註： 性罪行定罪紀錄查核屬行政機制，讓聘請僱員從事與兒童有關工作及與精神上無行為能力人士有關工作的僱主，得以查核準僱員有否性罪行定罪紀錄。此機制旨在幫助僱主評定求職者是否適合擔任與兒童或精神上無行為能力人士有關的工作，並加強保護兒童及精神上無行為能力人士，使他們免受性侵犯。性罪行定罪紀錄查核機制的詳情，載於香港警務處的網頁(http://www.police.gov.hk/scrc)。

I hereby * authorised / not authorised 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/不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。

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或隱瞞重要事實，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