

Photo
相片**Application Form 職位申請表**
(Non-Teaching Supporting Staff 非教學人員)**CONFIDENTIAL**

Post Applied for 申請職位	Reference No. 參考編號
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I. PERSONAL PARTICULARS 個人資料

Name in English 英文姓名	Name in Chinese 中文姓名	Titles 稱謂 <input type="checkbox"/> Mr.先生 <input type="checkbox"/> Mrs.太太 <input type="checkbox"/> Ms.女士 <input type="checkbox"/> Miss 小姐
Nationality 國籍	Hong Kong Identity Card 香港身份證	Date of Birth 出生日期
Correspondence Address 通訊地址		
Res. Tel. 住宅電話	Mobile 手提電話	
Languages & Dialects 語言及方言	Written 書寫	Spoken 口語

II. EDUCATION AND ACADEMIC QUALIFICATIONS 學歷 (Secondary Education or above 中學或以上)

Dates (dd / mm / yy) (Please state if part-time) 日期 (日 月 年)		Schools, Colleges, etc. Attended 曾就讀之學校、學院及大學	Qualification 學歷程度	For Office Use		
From 由	To 至			Copy Verified 已核對副本		
Results of *HKCEE / HKDSE *香港中學會考/ 文憑考試成績	Subject	Year	Grade	Subject	Year	Grade
	1. _____	()	()	5. _____	()	()
	2. _____	()	()	6. _____	()	()
	3. _____	()	()	7. _____	()	()
	4. _____	()	()	8. _____	()	()
Results of Hong Kong *Advanced / Higher Level Examination 香港*高級/高等程 度考試成績	Subject	Year	Grade	Subject	Year	Grade
	1. _____	()	()	5. _____	()	()
	2. _____	()	()	6. _____	()	()
	3. _____	()	()	7. _____	()	()
	4. _____	()	()	8. _____	()	()

**III. VOCATIONAL / PRACTICAL TRAINING 職業 / 專門技能訓練**

(apprenticeship or technical training 學徒或工業訓練)

Dates (dd / mm / yy) 日期 (日 月 年)		Nature of Training 訓練性質	Name & Address of Organization 受訓機構名稱及地址
From 由	To 至		

IV. OTHER SKILLS 其他技能

<input type="checkbox"/> Chinese Typing 中文打字 _____ words per minute 每分鐘字數	<input type="checkbox"/> English Typing 英文打字 _____ words per minute 每分鐘字數
<input type="checkbox"/> Computer Knowledge 電腦知識 _____	

V. WORKING EXPERIENCE 工作經驗

(The latest experience first & indicate if it is a part-time position 先列最近者，如屬兼職請註明)

Dates (dd / mm / yy) 日期 (日 月 年)		Organization / Employer 服務機構 / 僱主	Position Held 職位	Duties 職責	Salary 薪酬
From 由	To 至				

VI. REFEREES 諮詢人

Name 姓名	Position 職位	Organization 服務機構	Contact No. 聯絡電話

**VII. DECLARATION 聲明**

- | | Yes 是 | No 否 | N/A
不適用 |
|---|--------------------------|--------------------------|--------------------------|
| 1 Have your registered teacher or permitted teacher status ever been cancelled / refused?
你是否曾遭取消／拒絕你的教師註冊資格？ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, please state the case and date of the case 如有，請說明該個案及發生日期 | | | |
| <hr/> | | | |
| 2 To the best of your knowledge, have you ever been issued reprimand/warning/advisory letter by EDB due to your professional misconduct?
就你所知，教育局是否曾就你的專業失德行為，發出譴責／警告／勸喻信？ | <input type="checkbox"/> | <input type="checkbox"/> | |
| If yes, please state the case and date of the case 如有，請說明該個案及發生日期 | | | |
| <hr/> | | | |
| 3 To the best of your knowledge, have you ever been investigated by school(s) or the EDB over professional misconduct allegations?
就你所知，你是否曾被／正被學校或教育局調查有關你專業失德的指控？ | <input type="checkbox"/> | <input type="checkbox"/> | |
| If yes, please state the case and date of the case 如有，請說明該個案及發生日期 | | | |
| <hr/> | | | |
| 4 Have you ever been convicted of a criminal offence in Hong Kong or elsewhere?
你是否曾經在香港或其他地方被裁定干犯刑事罪行？ | <input type="checkbox"/> | <input type="checkbox"/> | |
| If yes, please state the case and date of the case 如有，請說明該個案及發生日期 | | | |
| <hr/> | | | |
| 5 To the best of your knowledge, are you involved in any ongoing criminal proceedings or investigations (including but not limited to arrest or apprehension by the police) ?
你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）？ | <input type="checkbox"/> | <input type="checkbox"/> | |
| If yes, please state the case and date of the case 如有，請說明該個案及發生日期 | | | |
| <hr/> | | | |

I declare that the information given is correct and complete to the best of my knowledge and belief, and I understand that any willful mis-statement will render myself liable to immediate dismissal, if engaged.
本人茲特聲明上述資料正確無訛，並明白任何故意之虛報聲明將會導致本人被即時解僱。

I understand that my records will continue to be handled in accordance with the Personal Data (Privacy) Ordinance. I understand that my application together with all materials I provided will be destroyed after six months from the date of the application deadline.
本人明白本人的個人資料會根據《個人資料（私隱）條例》的指引處理。本人明白此申請表格及所附文件將在申請截止日期起計六個月後銷毀。

I consent to the making any necessary enquiries for purposes relating to recruitment by and employment with LAM TAI FAI COLLEGE ("the COLLEGE") and for the verification of the information given above by the COLLEGE. I authorize the COLLEGE to release any record or information as may be required for these enquiries, including obtaining a performance appraisal report(s) from my current and/or previous employer(s), before offer of appointment.
本人同意林大輝中學可就進行招聘工作及僱用有關的事宜，及為核實上述資料而進行必要的查詢。本人授權林大輝中學可就這些查詢，透露任何有關的記錄及資料，包括在提出聘任前，向本人的現行及／或前僱主索取工作表現評核報告。

I understand and accept the above terms and statements.
本人明白及同意以上細則和聲明。

Date Available
可以履職日期 _____

Expected Salary
期望薪酬 _____

Signature 簽名 _____

Date 日期 _____