



Application for Employment 職位申請表

1. Please ensure that all the information is correct.
申請人必須提供正確資料。
2. Applicants will be required during the recruitment process to produce original/certified true copies of all documents pertaining to their identification, qualifications and working experience for verification. Your application will not be considered if you fail to provide all information as requested or it is not clear from your statements that you have the minimum qualifications, training, experience or other requirements specified for the job.
本學苑將於遴選期間要求申請人出示有關身份及資歷文件的正本以作查核。申請人如未能提供所需的資料，或所填寫的資料，未能清楚顯示申請人具備有關職位所規定最起碼的學歷、訓練、經驗或其他條件，申請書將不獲受理。
3. The information supplied will be used for appointment and other employment-related purposes.
申請人所提供的資料，將用於招聘工作及其他與僱用有關的事宜。
4. Personal data on an unsuccessful candidate will be destroyed 12 months after rejection of the candidates' application.
未獲取錄申請人的個人資料將於其落選日期後 12 個月全部銷毀。
5. You are required to notify this Office if there are any subsequent changes to the information provided after submission of the application form.
提交申請書後，本申請書內所提供的資料如有任何更改，申請人須通知本學苑。
6. For correction of or access to personal data after submission of the application form or enquiries on recruitment matters, please contact this Office on 3940 0117.
申請人提交申請書後，如欲改正或查閱個人資料，或查詢與招聘有關的事宜，請與本學苑行政主任聯絡（電話號碼：3940 0117。）

Ref No. : _____
申請書編號 (For office use only)
(只供辦事處填寫)

Position applied 申請職位

| | | |
|--|------------------------------------|--|
| | Source of Referral Newspaper 報章 | |
| | Friend 朋友 | |
| | Other 其他 | |

I. Personal Particulars 個人資料

| | | | |
|-------------------------|-----------------|---|--|
| Name in English 英文姓名 | | Name in Chinese 中文姓名 | |
| Email 電郵地址 | | HK ID Card/ Passport No. 香港身份證/ 護照號碼 | |
| Tel. No. 電話號碼 | Residence 住宅 | Mobile 手提 | |
| Address 地址 | | English 英文 | |
| | | Chinese 中文 | |

II. Education & Professional Training 學歷及專業訓練 (in reverse chronological order 請倒序列出，即最近者最先敘述)

| Month / Year 月 / 年 | | School, College, University or Training Organization Attended 曾就讀的學校、學院、大學 或培訓機構 | Qualifications Obtained (please state subjects and grades for HKCEE/HKALE/HKDSE (if applicable)) 所獲資格或學歷 (請註明科目及會考/高考/中學文憑成績(如適用)) | Date of Award 頒發日期 (Day/Month/Year 日/月/年) |
|-----------------------|------|---|--|--|
| From 由 | To 至 | | | |
| | | | | |

III. Working Experience 工作經驗 (in reverse chronological order 請倒序列出，即最近者最先敘述)

| Day / Month / Year 日 / 月 / 年 | | Names of Organizations 工作機構 | Post 職位 | Scopes of Duties 職責簡述 | Full-time (FT) / Part-time (PT) 全職/ 兼職 | Reasons for Leaving 離職原因 (T=Termination; C=Contract End; R=Resignation RD=Redundancy) |
|---------------------------------|------|--------------------------------|------------|--------------------------|---|--|
| 由 From | 至 To | | | | | |
| | | | | | | |

IV. Professional Qualifications / Memberships 專業資格 (in reverse chronological order 請倒序列出，即最近者最先敘述)

| Name of Professional Association / Institution 專業學會/機構名稱 | Qualifications/Memberships Obtained 所獲專業資格 | Channels of Award (e.g. exam., election, exemption) 獲取途徑 (如考試、推選、豁免等) | Date of Award 頒發日期 (Day/Month/Year 日/月/年) |
|--|--|--|--|
| | | | |

V. Supplementary Information 補充資料

Please state any other relevant skills which will support your application (e.g. computer skills, language proficiency, Chinese and English typing speed, etc.) 請詳列與此應徵職位有關之其他專長 (如電腦知識、通曉語言、中英文打字速度等)

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VI. Expected Salary and Availability

| | |
|---------------------------------|--|
| Current / Last Salary 現職 / 最後薪金 | |
| Expected Salary 期望薪金 | |
| Availability 到職日期 | |

VII. REFERENCES 諮詢人

The Hong Kong Academy for Gifted Education would not approach your present employer initially without your permission. However, reference **WILL BE SOUGHT** once it has been decided that, subject to this reference, the appointment will be offered to you.

香港資優教育學苑未經台端同意前不會向現任僱主作任何諮詢，但一經決定聘請便需諮詢才獲錄用。

Name and address of two referees (**preferably your former supervisor or employer**) who can comment on your professional suitability for the post.

請開列兩位人士(盡可能是台端以前的主管或僱主)以便學苑就台端之專業經驗向其作出諮詢。

| | |
|--------------------|----------------|
| Name 姓名 | Position 職位 |
| Organization 機構 | |
| Address 地址 | |
| E-mail 電郵地址 | Tel. 電話 |
| Name 姓名 | Position 職位 |
| Organization 機構 | |
| Address 地址 | |
| E-mail 電郵地址 | Tel. 電話 |

Having you got any friends / relatives working with this academy?

有否朋友 / 親戚在這學苑工作

Yes 是

No 否

If Yes, please state Name(s)

如有，請列出姓名

Department

部門

Relation with Staff

與該職員之關係

VIII. Declaration of Criminal Conviction and Prosecution Record 刑事定罪及檢控紀錄申報表

I declare that (please tick as appropriate):

本人作出以下申報（請在適當的方格內填上剔號「✓」）

- I have not been convicted of any criminal offence in any court in Hong Kong or elsewhere.
本人從未在香港或其他地方被裁定任何刑事罪行。
OR 或
- I have been convicted of one or more criminal offences, in a court in Hong Kong or elsewhere. Details of the offence(s), conviction(s) and the penalty are as follows (if applicable): -
本人曾在香港或其他地方被裁定一項或多於一項刑事罪行。有關罪行、裁定及刑罰的詳情如下（如適用）：
OR 或 / AND 及
- I am being prosecuted of one or more criminal offences, in a court in Hong Kong or elsewhere. Details of the offence(s) and the progress of the prosecution(s) are as follows (if applicable): -
本人現正在香港或其他地方被檢控一項或多於一項刑事罪行。有關罪行及檢控進展的詳情如下（如適用）：

| Offence(s) 罪行 | Date of Conviction / Prosecution 定罪 / 檢控日期 | Details 詳情 |
|---------------|--|------------|
| | | |

IX. Declaration 聲明

- (a) I understand that if I willfully give any false information in this application form or withhold any material information, it will render me liable to disqualification for employment by The HKAGE or to dismissal, if already employed by the HKAGE.
本人明白，倘若故意虛報資料或隱瞞重要事實，可令本人喪失獲錄用的資格；即使已獲錄用，亦可遭解僱。
- (b) I consent to The HKAGE making any necessary enquiries for purposes relating to recruitment by and employment with the academy and for the verification of the information given above.
本人同意香港資優教育學苑可就與招聘工作及僱用有關的事宜，以及為核實上述資料，進行必要的查詢。

Date

日期

Signature

簽署