

天水圍香島中學職位申請表

APPLICATION FOR POST

(填寫前請參閱背頁說明)

(Please read the notes overleaf before completing this form)

form:VIP-004(2019)

申請職位 Post Applied For	主要任教科目 Subject Taught
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個人資料 PERSONAL PARTICULARS

姓名(正楷書寫)Name in Full(in Block)		*香港身份證/旅行證件號碼 *HK Identity Card/Travel Document No.		相片 Photo
中文(in Chinese)		電郵地址 E-mail Address		
英文(in English)		電話號碼 Contact Number		
出生日期 Date of Birth Y M D 年 月 日	出生地點 Place of Birth	手提 Mobile: _____ 住宅 Home: _____		
地址 Address	中文 Chinese			
	英文 English			
婚姻狀況 Marital Status	宗教信仰 Religion	國籍 Nationality		

根據《教育條例》第 279 章註冊為教員 REGISTRATION AS A TEACHER UNDER THE EDUCATION ORDINANCE(CHAPTER279)

有效的\*准用教員編號/教師註冊編號 Valid\*Permitted Teacher Reference/Teacher Registration No. \_\_\_\_\_

語文基準(英文或普通話適用) Language proficiency Requirement (Applicable to English / Putonghua teachers)

\*豁免 Exempted/應考及格 Attained/考核中 Pending/未持有 Not yet attained

學歷/專業資格(按就讀/考獲資格日期順序列出)ACADEMIC/PROFESSIONAL QUALIFICATIONS(IN CHRONOLOGICAL ORDER)

證書/文憑/學位/專業資格/就讀班級/學系 Certificate/Diploma/Degree/Professional Qualifications/Class/Department Attended	頒發機構/就讀學校 Issuing Authority/School Attended	考獲日期/就讀日期 Date Attained/Period of Study		如持學歷/專業資格,請註明: 主修、副修、合格的科目及成績(例如: 良、中級、甲等乙級榮譽學位等等) For academic/professional qualification, please specify:Major, Minor, subjects passed and grade/level attained(e.g. Credit, Intermediate, Second Class Honour Division 1 etc.)
		考獲日期 或由(月/年) Date Attained or From(M/Y)	至(月/年) To(M/Y)	

公開試成績 PUBLIC EXAMINATION RESULTS

高考 HKALE	科目 Subject									
	成績 Result									
會考 HKCEE	科目 Subject									
	成績 Result									
文憑試 DSE	科目 Subject									
	成績 Result									

請按任職日期順序列出截至日前為止的就業詳情(包括業職在內)

FULL EMPLOYMENT RECORD(INCLUDING PART-TIME JOB)TO DATE(IN CHRONOLOGICAL ORDER)

機構/學校(請註明 P=私立 G=政府 A=資助學校 D=直接資助計劃) Name of Firm/School(Please also indicate beside the school name:P=Private G=Government A=Aided D=Direct Subsidy Scheme)	全職 Full Time/ 兼職 Part time	由(日/月/年) From(D/M/Y)	至(日/月/年) To(D/M/Y)	最後擔任職位 Last Position	最後支取薪金 Last Drawn Salary

諮詢人[請提供能就你的工作能力及品格給予意見的兩位非近親人士的資料及聯絡方法，其中一位須為你最近的僱主。本校在決定聘用你前，可能會諮詢他/她們。]

REFEREES[Please supply information and contact of two persons who can comment on your capabilities and conduct. They must not be your next of kin and one of whom should be your most recent employer. Before the school decides to offer you a post, we may contact them and seek their references.]

姓名 Name	職位 Position	電話 Contact No.	機構名稱及地址 Name and Address of Organization

### 聲明 DECLARATION

1. 茲特聲明 I hereby declare that:

本人  從未 /  曾經 在香港或其他地方被裁定干犯刑事罪行(包括性罪行)。(註:曾犯刑事案者，未必不獲錄用)

I  have /  have not been convicted of a criminal offence (Including sexual offence) in a court of law either in Hong Kong or elsewhere.

(Note: A criminal conviction is not necessarily a barrier to employment.)

若有，請提供詳情 If any, please provide details: \_\_\_\_\_

本人  從未 /  曾經 遭教育局取消/拒絕教師註冊。

My teacher registration  have /  have no been cancelled/refused by Education Bureau.

若有，請提供詳情 If any, please provide details: \_\_\_\_\_

2. 本人已閱畢人事紀錄通知書，並明瞭收集本人的個人資料的目的及其用途。本人亦明白倘若故意提供虛假資料或隱瞞事實(包括身體健康狀況)，即使獲學校錄用，亦有遭受即時解僱之虞。

I have read through the Personnel Records Notice issued. I fully understand the purpose(s) for collecting my personal data and their use. I also understand that if I willfully give any false information or withhold any material information (Including my health condition), I shall render myself liable to dismissal despite that I am appointed to the service of the school.

3. 本人授權學校就上述目的將本人提供的資料披露予通知書上所列的有關人士及機構，並同意學校或其代表在考慮本人的職位申請時，可向上述填報的機構/學校及諮詢人查詢本人的工作及品格紀錄，而本人亦授權上述填報的機構/學校及諮詢人向學校披露有關資料。

I authorize the school to disclose relevant data that I have provided to the person(s) and organization(s) as stated for the above purpose(s) in the Notice, and I hereby give my consent to the school or its delegate to obtain and the organization(s)/school(s) and referee(s) listed above to release information regarding my employment and conduct for the consideration of my job application.

日期 Date \_\_\_\_\_

簽名 Signature \_\_\_\_\_

### 說明 NOTES

1. 各欄資料必須正確填報。如遇空位不足時，可另紙書寫。

Please ensure that all information contained in this application form is accurate. If there is insufficient space, you may send in your particulars on a separate sheet of paper.

2. 如所填資料含糊不清，未能顯示你具有該職位所規定最低限度的學歷、訓練或經驗，申請書將不獲接納。

Your application will be rejected if you fail to indicate that you have the minimum qualifications, training or experience specified from the job.

3. 填妥的申請書請寄回申請任教的學校。一切證書現時毋須檢附。

The completed application form should be returned to the school applied for. There is no need to enclose any originals or copies of certificates with this application.

4. \*請刪去不適用者。Please delete as appropriate.

5.  請在適當的方格加上「」號。Please  the appropriate box.

### 人事紀錄通知書

- 在向你所申請任職學校提供任何個人資料之前，請閱讀本通知書。
- 本校可將你提供的個人資料時，作為有關你受僱/可能受僱於本校的用途。
- 當你提供這些個人資料，請確保這些資料是準確及完整的。如因你不向本校提供所需的資料或你提供錯誤/不完整的資料，你受僱/可能受僱於本校的情況將會受影響。
- 同時，請注意你的個人資料可能會被本校交予：  
本校內的有關人士；  
需要該等資料作為你受僱或服務於本校的任何其他有關人等或機構；  
根據法例本校得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。
- 本校將會在得到你的同意後，才使用你的個人資料作為其他目的。
- 如果你希望根據《個人資料(私隱)條例》要求查閱和/或改正你的個人資料，請將你的要求以書面寄交校長，地址：天水圍天暉路 8 號天水圍香島中學。

#### INCORPORATED MANAGEMENT COMMITTEE PERSONNEL RECORDS NOTICE

- Please read this notice before you provide any personal data to the school.
- The personal data provided by you will be used by the school for purposes relating to your employment/prospective employment with the school.
- When you provide personal data to us, please make sure that the data are accurate and complete. If you fail to provide us with the information required or if the information provided is inaccurate or incomplete, your employment/prospective employment with the school will be affected.
- Please also note that your personal data may be made available to:  
appropriate persons in the school;  
any other relevant parties who require them for matters related to your employment with or generally in respect of your provisions of serviced to the school;  
any relevant government departments/appropriate authorities when the school is required to provide them under the relevant legislation for use for the purpose of that legislation; or  
where permitted or authorized by law.
- We will obtain your consent before using your personal data for any other purposes.
- If you wish to require access to and/or correction of your personal data, you may do so under Personal Data(Privacy) Ordinance. Such request should be made in writing and addressed to the Principal. Address: 8,Tin Fai Road Tin Shui Wai.