

# 鳳溪第一中學 - 非教學人員職位申請表

## Fung Kai No.1 Secondary School – Non-Teaching Staff Employment Application Form

(所提供資料只用作處理此次求職申請之用。The information given will be only used for this recruitment exercise.)

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

個人資料 Personal Particulars				近照 Recent Photo
姓名 Name	中文 Chinese		英文 English	
身份證號碼 Identity Card No.		性別 Sex	婚姻狀況 Marital Status	
出生地 Place of Birth		出生日期(日/月/年) Date of Birth (D/M/Y)		
電郵地址 E-mail Address		聯絡電話 Contact No.		
住址 Address				

學歷 Academic Qualifications	學校名稱 School Attended	月/年 至 月/年 MM/YY to MM/YY	學位或證書 Certificate, Diploma, Degree, etc
中學 Secondary School		/ - /	
大學或專上學院 Tertiary Institute		/ - /	主修 Major : 副修 Minor :
其他 / Others		/ - /	

工作經驗 Employment History	學校或機構名稱 Name of School/Organization	月/年 至 月/年 MM/YY to MM/YY	負責活動及工作職位 Activities Organized / Post Held
		/ - /	
		/ - /	
		/ - /	
		/ - /	

### 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 provided by you will be used to process your employment application. All information provided will be kept in strict confidence.

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 personal 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 the purposes of that legislation; or where permitted or authorized 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 record.

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 correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this application form.

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

請在適當方格內加上  號 Please " as appropriate

## 聲明 Declaration

教育局註冊紀錄 Education Bureau Registration Record

根據《教育條例》第 279 章註冊為教員 Registration as a teacher under the education ordinance (Chapter 279)

閣下曾否向教育局申請為註冊教師？ Did you apply for registration teacher from Education Bureau?	
<input type="checkbox"/> 未曾申請 / <input type="checkbox"/> 曾申請但被拒 / <input type="checkbox"/> 曾成功申請但現已被取消 <input type="checkbox"/> Never / <input type="checkbox"/> applied but rejected / <input type="checkbox"/> successful but disqualified	原因： Reason:
<input type="checkbox"/> 已成功申請 (請提供有效的*准用教員編號/教師註冊編號) <input type="checkbox"/> Successful application (Please provide Valid *Permitted Teacher Reference/Teacher Registration No.)	註冊號碼： Registration Number:

I acknowledge that if there are any questions on the proposed appointment of teacher, the Incorporated Management Committee of Fung Kai No.1 Secondary School (IMC) may require applicant to apply for registration and information to the Department of Education.

本人知悉若鳳溪第一中學法團校董會 (以下簡稱法團校董會) 對擬聘用教師的註冊資格有懷疑，可要求應徵者向教育局申請將其註冊及相關資料向學校發放。

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 \*authorize / do not authorize 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 at 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 \* authorize / do not authorize 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 "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 given above is correct and complete to the best of my knowledge. I shall produce the original copies of all identification and qualification documents as required for further processing of this application. I understand that if I knowingly supply false information or withhold any material information in this application, IMC shall have the right to rescind any verbal/written offer of appointment and I shall be liable to summary dismissal if I am eventually appointed by IMC without notice or pay in lieu if I willfully give any false information or withhold any material information.

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

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

請在適當方格內加上  號 Please "" as appropriate