

聖公會聖匠中學職位申請表
Application Form for Employment with SKH Holy Carpenter Secondary School

申請人須知
Notes for Applicants

以下備註為填寫申請書提供指引，請細心閱讀。

The following notes give guidance on how to complete the application form. Please read them carefully.

- (a) 你必須就每一個申請的職位填寫一份申請書。
You should complete one application form for each job.
- (b) 如以中文填寫，請以正楷填寫各項。如以英文填寫，請以大寫字母填寫各項。
For entries to be completed in English, please write in block letters. For entries to be completed in Chinese, please write clearly.
- (c) 你須填妥申請書各項，並提供正確資料。如空位不敷填寫，可另頁詳列有關資料。
Please ensure that all parts in the form are completed and the information is accurate. If there is insufficient space, please give details on a separate sheet.
- (d) 你必須填報申請書內要求提供的所有個人資料，但註明是可選擇是否填報的資料則屬例外。你必須參閱招聘廣告內列出的有關要求填寫本申請書。如你未能提供所要求的所有資料，或所提供的資料未能清楚顯示你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。
You must provide all the personal data requested in this form, except those items clearly marked as optional. You should refer to the recruitment advertisement for such requirements in filling in this form. Your application will not be considered if you fail to provide all information as requested or it is not clear from the information provided that you have the minimum qualifications, training, experience or other requirements specified for the job.
- (e) 你在本申請書內所提供的個人資料，將用於招聘工作的事宜上。如有需要，有關資料可能會送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行招聘工作及僱用有關的事宜，例如學歷評審、體格檢查、僱主推薦及操守審查等。在一般情況下，未獲取錄申請人的個人資料，將於其落選日期後 24 個月銷毀。
The personal data provided in this form will be used for recruitment. It may be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary. Personal data of an unsuccessful applicant will normally be destroyed 24 months after rejection of the applicant's application.
- (f) 遞交申請書後，本申請書內所提供的資料（包括你的香港特別行政區永久性居民的身分）如有任何更改時，你必須通知本校。
You are required to notify our school if there are any subsequent changes to the information provided, including any change to your permanent resident status of the Hong Kong Special Administrative Region, after submission of the application form.
- (g) 本校可能會以你於本申請書中所提供的電話或電郵地址作聯絡之用及／或（如認為合適）向該電郵地址發出通知。你應經常及定期查閱你的電話來電和電郵帳戶。如你未能及時依照學校發出的電話或電郵指示行事，你的申請書可能將不獲受理。
Our School may communicate and/or, if deemed fit, offer notification to you via the phone call or email address provided in this application form. You are advised to frequently and periodically check your phone and email account. If you fail to act in time in accordance with any phone call or email instructions from our school, your application may not be considered.

聖公會聖匠中學職位申請表
Application Form for Employment with SKH Holy Carpenter Secondary School

申請人編號
Candidate No.

(只供學校填寫 Official use only)

教師註冊編號：

Teacher Registration Number _____

| | |
|------------------------------------|--|
| 申請職位名稱 Title of job applied for | |
|------------------------------------|--|

A 部 Section A

個人資料 Personal Particulars

英文姓名

Name in English

姓氏 Surname 名字 Other names

中文姓名

Name in Chinese

性別

Sex

男

Male

☐

女

Female

☐

出生日期

Date of Birth

出生地點

Place of Birth

日 DD 月 MM 年 YYYY

香港身份證號碼

HKID Card Number

宗教 (所屬教會)

Religion (Affiliated)

你是否香港特別行政區永久性居民？

Are you a permanent resident of the Hong Kong Special Administrative Region?

是

Yes

☐

否

No

☐

(如對香港特別行政區永久性居民身分有任何疑問，可致電入境事務處居留權查詢熱線 2824 6111。)

(If in doubt, you are advised to make enquiry about your eligibility for the permanent resident status in the Hong Kong Special Administrative Region through the Immigration Department Right of Abode Enquiry Hotline 2824 6111.)

住址

Residential Address

通訊地址

(如與上址不同)

Correspondence Address

(If different from the address given above)

流動電話

Mobile P hone

住所電話

Residential Telephone Number

電郵地址

E-mail Address

曾經在香港或其他地方被裁定干犯刑事罪行，或涉及任何在進行中的刑事訴訟程序或調查，
包括但不限於被警方逮捕或拘捕

Have been convicted of a criminal offence in Hong Kong or elsewhere, or involved in any ongoing criminal proceedings or investigations, including but not limited to arrest or apprehension by the police.

是

Yes

☐

否

No

☐

如經判定有罪，請列明詳情

If yes, please give details

(請在適當方格內加上 “✓” 號。)

(Please insert a “✓” in the appropriate box.)

B 部 Section B

學歷（如持本港以外的學歷，請夾附成績單及文憑副本。）

Academic Attainment (Please attach copies of transcripts and diplomas if your qualifications are obtained outside Hong Kong.)

(I) 公開考試成績（按考試日期順序列出） Public Examination Results (in chronological order)

請詳細列出已獲取的公開考試成績。申請人如未能列出入職所要求提供的資料，申請書可能不獲受理。

Please provide details of the public examination results obtained. Your application may not be considered if you fail to provide all information requested.

[illegible]

(II) 就學詳情（按就讀日期順序列出） Education (in chronological order)

申請人如未能按招聘廣告內列出的入職要求提供所有資料，申請書將不獲受理。

Your application will not be considered if you fail to provide all information requested in the recruitment advertisement.

| 曾經／現正就讀的學校、 學院、大學等 Schools, Colleges, Universities, etc. Attended/Attending | 就讀的班級／課程及已獲取 ／將獲取的學歷 (例如：中六；學士學位) Class/Programmes Attended/Attending and Qualification Obtained/ to be Obtained (e.g. S 6; Bachelor's Degree) | 學歷詳情 (例如：二級榮譽甲等、 主修:地理) Details of qualification (e.g. Second Class Div I, Major:Geography) | 就讀日期（月／年） Date (Month/Year) | |
|---|---|--|--------------------------------|---------|
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(III) 請提供以下資料 Please provide the following information**基本法及香港國安法測試 Basic Law and National Security Law Test (BLNST)**

你是否曾於下列測試中取得及格成績？（如你未曾參加以下任何一項測試，請把方格留空。）

Have you attained a pass result in the test(s) below? (If you have not attended any of the test below, please leave the box(es) blank.)

基本法及香港國安法測試（學位／專業程度職系）

BLNST (Degree/Professional Grades)

是 ☐
Yes

否 ☐
No

性罪行定罪紀錄查核 Sexual Conviction Record Check (SCRC)

https://www.police.gov.hk/ppp_tc/11_useful_info/scrc.html

持有性罪行定罪紀錄查核

Have Sexual Conviction Record Check (SCRC)

是 ☐
Yes

否 ☐
No

如是，請提供密碼有效期：

If Yes, please provide Validity period: from / / 日 DD/月 MM/年 YYYY

至 / / 日 DD/月 MM/年 YYYY
to

教師提早退休計劃 Early Retirement Schemes for teachers

沒有參加教師提早退休計劃

Not joining the Early Retirement Schemes for teachers

是 ☐
Yes

否 ☐
No

請在適當方格內加上“✓”號。）

(Please insert a “✓” in the appropriate box.)

(IV) 專業資格（按獲取專業資格的日期順序列出） Professional Qualifications (in chronological order)

申請人如未能按招聘廣告內列出的入職要求提供所有資料，申請書將不獲受理。

Your application will not be considered if you fail to provide all information requested in the recruitment advertisement.

| 持有的專業資格 (例如：教育文憑；語文能力評核) Professional Qualifications (e.g. PGDE; Language Proficiency Assessment (LPA)) | 頒發機構全名 Full Name of Issuing Authority | 已達到的程度 Level Attained | 獲取資格日期 Date Obtained |
|--|--|--|---------------------------------------|
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(V) 就業詳情（按受僱的資料的日期順序列出） Employment Record (in chronological order)

申請人如未能按招聘廣告內列出的人職要求提供所有資料，申請書將不獲受理。

Your application will not be considered if you fail to provide all information requested in the recruitment advertisement.

[illegible]

C 部 Section C

聲明及授權 Declaration and Authorisation

本人謹此聲明：

I hereby declare that:

(請在適當方格內加上“✓”號。)
(Please insert a “✓” in the appropriate box.)

- 本人 曾經 遭教育局取消/拒絕教師註冊

My registered teacher or permitted teacher status has been cancelled/refused by the Education Bureau.

是
Yes

☐

否
No

☐

如是，請提供詳情：

If yes, please provide the details:

- 本人 曾經 / 正 被學校或教育局調查有關專業失德的指控

I have been / am being investigated by a school and/or the EDB over professional misconduct allegations.

是
Yes

☐

否
No

☐

如是，請提供詳情：

If yes, please provide the details:

本人 授權 聖公會聖匠中學：

I authorize SKH Holy Carpenter Secondary School to:

- 查詢有關本人的僱傭紀錄或資料；及/或

make enquiries concerning any record or information relating to my employment;

是
Yes

☐

否
No

☐

- 查詢有關本人的教師註冊資料；及/或

make enquiries concerning any information relating to my teacher registration; and/or

是
Yes

☐

否
No

☐

- 透過自動電話查詢系統收聽本人性罪行定罪紀錄查核的結果。

access the result of my SCRC through the Auto-Telephone Answering System.

是
Yes

☐

否
No

☐

本人完全明白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/隱瞞重要事實，可能面對被刑事檢控的嚴重後果。即使已獲學校錄用，亦可遭終止聘用。

I also confirm that I have read and understood the Notes for Completing the Appointment Form. I fully understand the purpose(s) for collecting my personal data and their use. I also understand that if I intentionally provide false information/withhold any material information, it will render me liable to disqualification for employment, or to termination of employment, if already employed by the school.

日期
Date : _____

簽署
Signature : _____

填寫職位申請表「注意事項」 Notes for Completing the Appointment Form

1. 本表格所提供的個人資料，只用於學校教學及非教學人員的聘任用途。
The personal data provided by means of this form will be used for appointment as a teaching/non-teaching staff.
2. 本表格連同證書副本將存放在學校，在有需要時會提交教育局查閱/覆核。
This form together with copy of certificates will be kept in school for Education Bureau's inspection/audit as and when required.
3. 你必須在本表格提供所需的個人資料。如提供的資料不足，校方可能無法處理你的聘用事宜。
The provision of personal data by means of this form is obligatory. If you do not provide sufficient information, school may not be able to process the appointment.
4. 根據《個人資料〔私隱〕條例》第 18 和 22 條及附表 1 的第 6 原則，你有權要求查閱及改正個人資料。有關本表格內個人資料的查詢，包括要查閱及改正資料事宜，可向你交回表格的學校查詢。
You have a right of access and correction with respect to personal data as provided in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be addressed to the school to which your form is submitted.