

香港紅十字會醫院學校
HONG KONG RED CROSS HOSPITAL SCHOOLS

職位申請表
JOB APPLICATION FORM

Notes for Applicants:

1. Please complete all items on this Job Application Form in block letters.
2. If there is insufficient space, please provide details or explanations on a separate sheet to be attached to the job application form.
3. The information provided will be used for recruitment and selection purposes. Failure to provide the required information may influence the processing and outcome of the job application.
4. Applicants are requested to attach photocopies of academic certificates, transcripts, employers' reference letters, letters of recommendation and other relevant documents to support information on this form and assess the suitability of the position. These copies are not returnable and will be verified in due course.
5. Please return the completed job application form together with resume and the required documents to The Principal, Hong Kong Red Cross Hospital Schools, by post or email as stated in the advertisement. Applicants may refer to the "Job Vacancies" on the School website for details.

申請人須知：

1. 請以正楷填寫此申請表上所有項目。
2. 如空位不敷應用，申請人應用另紙詳列有關資料，並隨申請表附上。
3. 申請人所提供的資料將用於招聘工作有關的事宜上。若未能提供所需資料，將會影響招聘申請之處理及結果。
4. 申請人請附上有關學歷證書、成績單、工作證明、推薦信及其他有關資料之副本以方便進行評核申請人是否適合所申請之職位。所有副本將不獲退回並需於日後作核對之用。
5. 請將填妥的申請表格連同個人履歷及所需資料按廣告所述方法郵寄/電郵予香港紅十字會醫院學校校長。詳情可參閱本校網頁「職位空缺」。

申請人姓名 Name of the Applicant	
申請職位 Position Applied	
任教科目 Subject(s) Taught	
日期 Date	

招聘方面的收集個人資料聲明

1. 本校會將此申請表所收集的個人資料，使用於評核申請人是否適合擔任所申請的職位，以及決定在申請人獲挑選出任該職位時，用作釐定薪酬及福利（若適用）。
2. 在使用求職者提供的個人資料時，本校只會將資料作有關招聘用途。
3. 如申請人於面試後 8 週內未獲通知，可作落選論；學校保留申請人資料不多於 12 個月，其後此申請表及所附文件將被銷毀。
4. 根據《個人資料(私隱)條例》，申請人有權要求查閱及改正申請表上所填報的個人資料。如申請人欲行使這項權利，請致函予香港西九龍海庭道 19 號，香港紅十字會總部 9 樓 907 室，香港紅十字會醫院學校校長收。

Personal Information Collection Statement pertaining to Recruitment

1. The personal data collected in this application form will be used by the School to assess the applicant's suitability for assuming the job duties of the position for which he/she has applied and to determine remuneration and benefits package, if applicable.
2. Personal data provided by the applicants will be used strictly in accordance with the School's data protection policy for recruitment purpose only.
3. Applicants not contacted within 8 weeks after the interview may consider their applications unsuccessful. All personal data of unsuccessful applicants will be retained for possible future recruitment purpose for a period of not more than 12 months. Thereafter, all applications and related materials will be disposed of.
4. Under the Personal Data (Privacy) Ordinance, applicants have a right to request access to, and to request correction of, their personal data in relation to the applications. If you wish to exercise these rights, please write to The Principal, Hong Kong Red Cross Hospital Schools, Room 907, 9/F., Hong Kong Red Cross Headquarters, 19 Hoi Ting Road, West Kowloon.

I. 申請職位 Position Applied

申請職位 Position Applied		
從何途徑得知本校招聘資料? (請在適當方格內加上「✓」) How did you learn about our job vacancy? (Please tick the appropriate box "✓")		
<input type="checkbox"/> School Website 本校網站	<input type="checkbox"/> Newspapers 報章	<input type="checkbox"/> Referral 介紹
<input type="checkbox"/> Recruitment Website 招聘網站 (Please Specify 請說明) _____	Please Specify 請說明: _____	(Please Specify 請說明) _____
		<input type="checkbox"/> Others 其他 (Please Specify 請說明) _____

II. 個人資料 Personal Particulars

姓名 (姓, 名) Name (Surname, Given Name)	英文 English	中文 Chinese	相片 Photo (Optional)
香港身份證 / 護照號碼 * HKID / Passport No.*		出生日期(日/月/年) Date of Birth(d/m/y)	
教師註冊號碼 (如適用) Teacher Registration Number (if applicable)			
住址 Home Address			
聯絡號碼 Contact Number		電郵地址 Email Address	

III. 學歷 (按日期順序填寫) Academic Qualifications (in chronological order)

由 (月/年) From (m/y)	至 (月/年) To (m/y)	學校及學院名稱 School/College/University/Institute	修讀範圍(主修/副修/科目) Field of Study (Major/Minor/Subjects)	所獲學歷(學位/文憑/證書) Qualifications Attained(Degree/Dip/Cert)	頒授日期(月/年) Date Awarded (m/y)

IV. 師訓 (按日期順序填寫)**Teacher Training (in chronological order)**

由(月/年) From(m/y)	至(月/年) To(m/y)	學校及學院名稱 School/College/University /Institute	小學/中學 Primary / Secondary	修讀範圍(主修/副修/科目) Field of Study (Major/Minor/Subjects)	所獲資格 / 學歷 Qualifications Attained	頒授日期(月/年) Date Awarded (m/y)

V. 其他專業資格 (按日期順序填寫)**Other Qualifications (in chronological order) (e.g. Training in Special Education, LCC, etc.)**

頒發日期(月/年) Date of Issue (m/y)	頒發機構 Issuing Authority	專業資格/名銜 Professional Qualifications/Title

VI. 工作經驗 (按日期順序填寫) Working Experience (in chronological order)

由 (月/年) From (m/y)	至 (月/年) To (m/y)	服務機構 Organization	職位(職級)-全職/兼職 Position held(Rank) Full time/Part time	職責/任教科目及程度 Duties/Subjects taught & Level	離職原因 Reasons for Leaving

VII. 附加資料 Supplementary Information

甲. 請列出如在過去因工作、學習或培訓中獲得與申請職位甄選準則相符的經驗、技術和知識(如有) A. Please list any other experience, skills and knowledge gained in your previous work, study or training which meet the selection criteria for the position (if any).

乙. 曾放取的無薪假期(如適用) B. No-pay Leave Taken (if applicable)

學校/院校 School/Institute	由(日/月/年) From (d/m/y)	至(日/月/年) To (d/m/y)

丙. 請列出可任教之科目及程度(如適用) C. Please list the subject(s) and level(s) to be taught (if applicable).

程度 (1.小學; 2.初中; 3.高中) Level (1. Primary; 2. Junior Secondary; 3. Senior Secondary)	可任教科目 Subjects to be taught

VIII. 現職/近職資料 Details of Present / Last Employment

現職/近職*之每月基本薪金 Present / Last* Monthly Basic Salary :	總薪級表/第一標準薪級表第_____點及增薪日期(如有) : MPS Point/MODI Point _____ and Incremental Date (if any) :
薪金要求 Expected Salary :	可上班日期/離職通知期 Availability/Notice Period Required for Resignation :

IX. 諮詢人(請提供兩名諮詢人的資料) References (please provide details of two referees)

資料 Information	諮詢人 1 Referee 1	諮詢人 2 Referee 2
姓名及職位 Name and Position		
機構 Organization		
電郵地址 Email Address		
聯絡電話 Contact Number		
與諮詢人之關係 Relationship with the Referee		

X. 其他資料 (請在適當方格內加上「✓」) Other Information (Please tick the appropriate box "✓")

甲. 你曾否申請本學校任何職位? A. Have you ever applied for any jobs with our School?
 否 No 有 Yes 請說明職位 Please state the applied position 申請日期 Application Date

乙. 你曾否於本學校工作? B. Have you ever been employed by our School?
 否 No 有 Yes 請說明職位 Please state the applied position 受僱期 Employment Period

丙. 如與任職本學校之僱員有緊密關係 (例如: 親屬、好朋友、前工作同事等), 請列明其資料如下:
 C. If you have any close relatives currently working in our School (e.g. relative, close friend, former colleague, etc.), please state their information as below :

姓名 Name	職位 Position	關係 Relationship

XI. 聲明 Declaration

<p>1. 你是否曾在香港或海外被裁定干犯刑事罪行(不包括根據《罪犯自新條例》被視為"已失時效"的刑事記錄)? 若曾干犯罪行, 並不一定不予錄用。 Have you ever been convicted of any criminal offence(s) in Hong Kong or elsewhere (excluding any record(s) of conviction regarded as "spent" under the Rehabilitation of Offenders Ordinance)? Any criminal conviction may not necessarily render job applications unsuccessful.</p>	<p><input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No</p> <p>如是, 請提供詳情 If yes, please provide the details : _____ _____ _____</p>
<p>2. 你是否曾遭教育局取消/拒絕教師註冊?(如適用) Has your registration or permission status as a teacher been cancelled/refused by the Education Bureau? (if applicable)</p>	<p><input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/> 不適用 Not Applicable</p> <p>如是, 請提供詳情 If yes, please provide the details : _____ _____ _____</p>
<p>3. 你是否曾參加教師提早退休計劃?(如適用) Have you joined the early Retirement Schemes for teachers? (if applicable)</p>	<p><input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/> 不適用 Not Applicable</p> <p>如是, 請提供詳情 If yes, please provide the details : _____ _____ _____</p>
<p>4. 本人已細閱並明白學校提供之「收集個人資料聲明」, 並明白收集本人的個人資料的目的及其用途。 I have read through and understood the "Personal Information Collection Statement" issued by the School. I fully understand the purpose(s) for collecting my personal data and their uses.</p>	
<p>5. 本人明白如未能提供所需資料, 有關的求職申請將不獲受理。 I understand that if I fail to provide the necessary information, my job application will not be considered.</p>	
<p>6. 本人明白倘若故意虛報資料/隱瞞重要事實, 可令本人喪失獲學校錄用的資格, 即使已獲學校錄用, 亦可遭終止聘用, 並有可能令本人面對被刑事檢控的嚴重後果。 I 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, or even to the dire consequence of criminal prosecution.</p>	
<p>7. 本人同意學校可就招聘及僱用事宜, 向本人已列於上表或履歷中之諮詢人或現職及以往之僱主, 索取有關本人之工作表現、品格及離職原因。 I hereby give my consent to School to contact my existing and/or previous employer(s) and referee(s) as listed in the job application form/my curriculum vitae, for the purpose of recruitment and appointment, to obtain information with regard to my job performance, conduct and reasons for leaving.</p>	

本人特此聲明, 申請表內填報的資料是真實和正確的; 本人知道及同意學校有權引用上述資料, 作為本人受僱於學校正常職務及與其有關之用途。

I declare that the information given in this form is true, accurate and complete to the best of my knowledge. I acknowledge and agree that the above information will be used for purposes relating to my employment with the School and in the course of proper performance of my duties.

申請人簽署
Signature of Applicant _____

日期
Date _____

* Please delete as inappropriate 請刪除不適用者