



合一堂學校 HOP YAT CHURCH SCHOOL  
非教學人員職位申請表 APPLICATION FOR NON-TEACHING STAFF

申請職位 (請填寫): Position applied for (Please Specify):						Recent Photograph 近照
I. 個人資料 Personal Particulars						
姓名(英文) Name (In English)			姓名(中文) Name (In Chinese)			
性別 Sex	出生日期 Date of Birth	香港身份證號碼/護照號碼 I.D Card No. / Passport No.				
住址 Address						
聯絡號碼 Contact No.		電郵地址 E-mail Address				
宗教 Religion		所屬教會 Affiliated Church			婚姻狀況 Marital Status	
II. 工作經驗 (請按任職日期順序列出) Employment Record (in chronological order)						
期間 (月/年) Period (Month/Year)		公司/機構名稱 Name of Firm/Organization	職位 Position Held	全職 (FT)/ 兼職 (PT)*	薪金 Salary	工作性質 Description of duties
由 From	至 To					
				FT PT		
				FT PT		
				FT PT		
				FT PT		
				FT PT		
				FT PT		
III. 學歷 (請按就讀日期順序列出) Academic Qualifications (in chronological order)						
曾就讀學校名稱 Name of School Attended/Attending		就讀日期(月/年) Date of Attendance (Month/year)		已獲取/將獲取學歷 Qualifications Obtained/to be Obtained		
		由 From 至 To				
IV. 專業資格 (請按獲取專業資格日期順序列出) Professional Qualifications (in chronological order)						
專業資格 Professional Qualifications	頒發機構 Name of Issuing Authority		就讀日期(月/年) Date of Attendance (MM/YY)		已獲取/將獲取資格 Qualification obtained/to be obtained	
			由 From 至 To			
V. 諮詢人 References						
請列出一位諮詢人姓名以供本校對閣下的品格及工作表現作出查詢。(直系親屬不能充任) List particulars of one person, known to you personally, to whom references to your character and performance will be made. (These persons should not be relatives of the applicant.)						
姓名 Name			職業 Occupation			
公司/機構名稱 Name of Firm/Organization			電話號碼 Telephone No.			

VI. 其他資料 Other Information			
可上班日期 Expected Date of Availability		薪金要求 Expected Salary	
辦公室技能 Office Skills 請在適當空格內加 ✓ 號 Please put a "✓" in the appropriate box			
電腦軟件 COMPUTER SOFTWARE	<input type="checkbox"/> WORD	<input type="checkbox"/> EXCEL	<input type="checkbox"/> PHOTOSHOP
	<input type="checkbox"/> WEBSAMS	<input type="checkbox"/> E-CLASS	<input type="checkbox"/> ACCESS
	<input type="checkbox"/> Others (請註明 Please specify)		
打字 TYPING	英文 English (每分鐘 Wpm):	中文 Chinese (每分鐘 Wpm):	速記 SHORTHAND (每分鐘 Wpm):
興趣及專長 Interests and Special Skills			
閣下如有近親於本校工作，請列明其姓名、職位及與閣下之關係。 If you have any close relatives currently working in our School, please state their names, their positions and relationship to you.			
有否於香港或其他地方被裁定干犯刑事罪行，或沒有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?(請註明) Have you been a criminal conviction in Hong Kong or elsewhere, or not being involved in any ongoing criminal proceedings or investigations, including but not limited to arrest or apprehension by the police? (Please specify)			<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
有否於香港參加教師提早退休計劃? Have you been a joining the Early Retirement Schemes for teachers?			<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
有否於香港遭取消/拒絕教師註冊? Have you been a teacher registration not cancelled/refused?			<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
有否被學校或教育局調查有關其專業失德的指控?(請註明) Have you been being the subject of investigation by another school or the EDB over professional misconduct allegation(s)? (Please specify)			<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
教育局是否曾就其專業失德行為，發出譴責/警告/勸喻信?(請註明) whether EDB has issued reprimand/warning/advisory letter due to their professional misconduct? (Please specify)			<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
VII. 聲明 Declaration			
本人證明以上所述確實無訛。本人亦明白倘若故意提供虛假資料或隱瞞重要事實，即使獲本校錄用，亦有遭即時解僱之虞。 I declare that the information given in this application is correct to the best of my knowledge. I understand that if I willfully give false information or withhold any material information, I shall render myself liable to dismissal even if I am appointed by the School. 本人在此同意合一堂學校與上述諮詢人及前僱主聯絡以收集/ 確認本人的受僱資料以作招聘評估用途。 I hereby give consent to Hop Yat Church School to contact the above referees and my previous employer(s) for collection / verification of my employment related information for recruitment assessment purpose. 本人現同意本校向上述之諮詢人收集本人有關資料；並同意如申請職位的日常職務涉及與兒童(即未滿 18 歲人士)有經常或定期接觸的工作，向本校提供性罪行定罪紀錄，作為審核職位申請之用。 I hereby give my consent to the School to carry out reference check from the above listed referees, and to submit Sexual Conviction Record if the usual duties of the position applied for would involve frequent or regular contact with children (i.e. persons under 18) that may be necessary in arriving at any employment decision.			
日期 Date _____		簽署 Signature _____	
*請刪除不適用者 Please delete as appropriate			

#### 收集職位申請人個人資料聲明 Personal Information Collection Statement for Job Applicants:

- 本校收集閣下的個人資料，以處理及跟進其以填表方式提出的職位申請。本校所收集閣下的個人資料，會用於處理閣下有關職位申請的要求或查詢。  
The collection of personal data is necessary in order to process and follow up on the application you submitted. Information collected from you will be used for the purpose of processing your application or other employment-related matters.
- 閣下應於申請表上填妥完整的資料以便本校作篩選用途。如閣下未能提供有關資料，將可能影響閣下的申請結果。申請表請以正楷填寫。如有需要可以另紙補充。  
Providing full and complete information in your application and/or completion of all items on the application form is obligatory for selection purposes. Failure to provide these data may affect the processing and outcome of your application. If you are using the application form, it should be typed or written in block letters. Please use separate sheets for details or explanations if necessary.
- 本校所收集得的個人資料將會絕對保密。本校可將資料提供予有關部門作與職位申請有關的用途。除非獲得資料當事人同意或在法律強制下，否則本校不會向外界機構或團體披露當事人在作出要求或查詢時所提供的任何個人資料。  
Information we collect about you is strictly confidential. Data may be provided to the appropriate departments in the School for recruitment and employment-related purposes. We will not disclose any personal information provided in your application to any external bodies or organizations unless your consent have been received or we are required to do so by law.
- 除非特別列明，本校一般會保留求職者於職位申請表所提供的資料十二個月。當本校的其他部門有合適空缺時，閣下的個人資料可能會被轉交至有關部門以考慮閣下的職位申請。此後，閣下的個人資料將會被銷毀。  
It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of not longer than twelve months. When there are similar vacancies in other departments during that period, we may transfer your application to them for consideration of employment. Thereafter, your application together with all material you provide will be disposed of.