

**Notes for Completing the Application Form**  
**for Employment as Native-speaking English Teacher in Secondary School**

- (1) Please complete every item in block letters and in black ink.
- (2) Please ensure that all information you supply in this form is accurate and complete. **Do not just attach a pre-typed CV which may not contain all the information we require.** If there is insufficient space, please give details on a separate sheet to be attached to this application.
- (3) Your application will **not** be considered if it is not clear from your statements that you have the minimum qualifications, training or experience specified for the job.
- (4) **Copies of your CV, degree diplomas/ certificates, transcripts of studies, teacher registration certificate and statements/ certificates of service regarding your teaching experience should be attached to the application.**
- (5) **An active email address must be provided.** It will be used for future communication regarding the interview date/venue, results of your application and job offer, etc.
- (6) **The duration of the teaching practice within the teacher training course should be clearly stated in the transcript or relevant official document to be submitted with this application.** Such information is essential for determining the status of the teacher training qualification. Teaching practice refers to any tutorial sessions, primary or secondary school attachments, supported teaching practicum or block teaching experience within the course.
- (7) **Statement(s) / Certificate(s) of service with proper letterhead, contact address and phone/fax numbers** from school principals/managers or local government authority to certify your teaching experience **should** contain the following information:
  - (i) your full name (as shown in your birth certificate/ marriage certificate/ passport);
  - (ii) length of employment, with exact dates; (i.e. from dd/mm/yy to dd/mm/yy);
  - (iii) nature of employment (i.e. full-time or part-time);
  - (iv) for part-time employment, fraction of full-time experience is needed (e.g. 0.3 full time equivalent);
  - (v) subject(s) taught; and
  - (vi) age and levels/grades of students taught.
- (8) It is planned to conduct selection interviews in the 6 cities listed in section (F)(a). **Please ensure that you have chosen an interview venue by ticking ONE of the boxes.** If you do not show any preference or if it is eventually decided to cancel the interview venue you have chosen, we will place you at a venue nearest to your correspondence address. The selection interview is tentatively scheduled for February/March 2005. Shortlisted candidates who are invited for an interview will be informed by email in February 2005.
- (9) Please return the completed form and copies of the supporting documents **by mail or by fax** to the address below **by 31 January 2005.**

Special Duties Section,  
Education and Manpower Bureau,  
Room 1321, 13/F, Wu Chung House,  
213 Queen's Road East, Wanchai, Hong Kong.  
Fax: (852) 2123 1239  
Tel: (852) 2892 6495 or (852) 2892 6498

**DO NOT SEND APPLICATION BY ELECTRONIC MAIL.**

- (10) The personal data provided by means of this form will be used for teacher appointment matters.
- (11) They may be disclosed to other Agencies/ Government Bureaux/ Departments for the purposes mentioned in (10).
- (12) The provision of personal data by means of this form is obligatory. If you do not provide sufficient information, the HKSAR Government may not be able to process matters relating to the above-mentioned application.
- (13) You have a right of access and correction with respect to personal data as provided for in Section 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 by this form.
- (14) Enquiries concerning the personal data collected by means of this form including the making of access and correction should be addressed to Recruitment Officer (NET) at the above address.

Candidate No.

(for official use only)

## Application for Employment as Native-speaking English Teacher in Secondary Schools

\* Please delete as appropriate

**(A) Personal Particulars**

Name: \* Mr/Mrs/Ms \_\_\_\_\_  
First name Family name

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth \_\_\_\_\_ Nationality \_\_\_\_\_  
D / M / Y

\*Passport/Hong Kong Identity Card Number \_\_\_\_\_

Residential Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

\_\_\_\_\_ (Country)

Correspondence Address (if different from the address given above, do not use PO BOX)

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

\_\_\_\_\_ (Country)

E-mail Address [Refer to Note (5)] \_\_\_\_\_ or \_\_\_\_\_

Daytime contact Telephone/Mobile Phone Number \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_  
Country code Area code Phone number

Residential Telephone Number \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_  
Country code Area code Phone number

Fax Number \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_  
Country code Area Code Fax number

for  
official use  
only

**(B) Academic attainment (in chronological order)***(Please attach copies of transcripts and diploma)*

Colleges, universities, etc. attended	Qualifications (e.g. BA , MEd)	Major Subjects	Full or Part time	on campus / Distance learning	Date (month / year)	
					From	To
					/	/
					/	/
					/	/
					/	/
					/	/

**(C) Teacher training qualifications (in chronological order)**

*(Please attach copies of transcripts and diploma) [Refer to Note (6)]*

Qualifications <small>(e.g. Dip Teach, BEd, PGDE, Dip TESL/TEFL)</small>	Full name of issuing authority	No. of weeks of teaching practice	Full or Part time	On campus/ Distance learning	Date (month / year)	
					From	To
					/	/
					/	/
					/	/
					/	/
					/	/
					/	/

**(D) Post-qualification experience teaching English/ESL/EFL(in chronological order)**

***Please include ONLY continuous employment of more than 3 months***

*(Please attach statements/certificates of service of your teaching experience) [Refer to Note (7)]*

Name of institution	Age/Levels taught	Subjects taught	Date (day/month/year)		Full or Part time
			From	To	
			/ /	/ /	
			/ /	/ /	
			/ /	/ /	
			/ /	/ /	
			/ /	/ /	
			/ /	/ /	
			/ /	/ /	
			/ /	/ /	
			/ /	/ /	

**Total number of years of full-time equivalent teaching experience \_\_\_\_\_**

**(E) Skills**

**(a) Language**

First language	Second language	Others

**(b) Others (extra-curricular activities, IT, etc.) \_\_\_\_\_**  
\_\_\_\_\_

**(F) Other Information**

1. Choice of Interview Venue [Refer to Note (8)] (*✓* **only ONE box**)

Auckland (New Zealand)

Hong Kong

London (UK)

Sydney (Australia)

Toronto (Canada)

Vancouver (Canada)

2. Do you hold a valid teacher registration certificate?

Yes (*Please fill in the boxes below*)

No

(*Please attach copy of the certificate*)

Issuing Authority	State/Country you are permitted to teach	Issue Date (Month/Year)	Expiry Date (Month/Year)

3. Please indicate your preferred start date (*✓* **only ONE box**)

April/May 2005

August 2005

**(G) Referee contact details** (referee should be at the principal, deputy principal, faculty coordinator level)

(*Please provide reference letters if available*)

Name	Position and workplace	Email Address	Phone and fax number
1.			
2.			
3.			

- (a) I understand that if I wilfully give any false information in this application form or withhold any material information, it will render me liable to disqualification for employment by a school in Hong Kong or dismissal, if already appointed in a school in Hong Kong.
- (b) I consent to the Government of the Hong Kong Special Administrative Region making any necessary enquiries for purposes relating to recruitment by and employment with a school in Hong Kong and for the verification of the information given above. I authorize all government departments and other organizations or agencies to release any record or information as may be required for these enquiries (including, inter alia, obtaining a reference from my current and/or previous employer(s) before offer of appointment; obtaining my medical examination reports, medical board reports or medical records from relevant authorities/agencies/medical personnel and transferring of such data to other authorities/agencies/medical personnel; and making enquires from relevant institutions/agencies regarding my academic/professional qualifications and obtaining relevant records and transferring of such data to other authorities/agencies for qualifications assessment).
- (c) I understand and accept that the information given above will be provided to government departments and other organizations or agencies authorized to process the information for purposes relating to appointment as the Native-speaking English Teacher, e.g. qualifications assessment, employer reference and integrity checking, etc. as may be necessary.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_