



## Job Application Form for Non-Teaching Position

Position Applied: \_\_\_\_\_

Name: \*Mr. / Ms. / Mrs. \_\_\_\_\_

Name in Chinese: \_\_\_\_\_

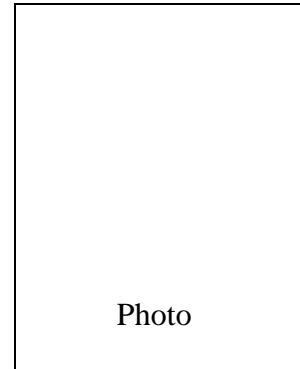
Date of Birth: \_\_\_\_\_

Nationality#: \_\_\_\_\_

H.K.I.D. Card / Passport No: \_\_\_\_\_

Church#: \_\_\_\_\_

Address: \_\_\_\_\_



Tel. \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Person (Affiliation): \_\_\_\_\_ (\_\_\_\_\_)

Tel. of Emergency Contact Person: \_\_\_\_\_

Marital Status\*: Single / Married / Widowed#

Name of Spouse#: \_\_\_\_\_ Occupation of Spouse#: \_\_\_\_\_

Name(s) & Age(s) of Children#: \_\_\_\_\_

### Academic Qualifications:

<u>Date</u>	<u>Name of Institution</u>	<u>Qualification obtained</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Hobbies / Interests: \_\_\_\_\_

### Working Experience:

<u>Date</u>	<u>Name of Company</u>	<u>Position</u>	<u>Job Nature</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Expected Salary:** HK\$ \_\_\_\_\_

\* Delete whichever not applicable

# Optional

**Conviction Record**

a. A record of disciplinary offence is not necessarily a barrier to employment.

b. Declaration#

i) Have you ever been found guilty of an offence in a court of law, whether in Hong Kong or elsewhere? (Please circle Yes or No)

Yes

No

ii) Are you involved in any ongoing criminal proceedings or investigations? (Please circle Yes or No)

Yes

No

Subject to the provisions of the Rehabilitation of Offenders Ordinance (Cap. 297), if it is subsequently discovered that the employee has not disclosed his conviction of any offences before the commencement or throughout the period of his/her employment, the employer shall be entitled, without affecting its other rights, to impose disciplinary actions, including but not limited to litigation and dismissal, on the employee.

**Access to Personal Data**

1. I consent to the School making any necessary enquiries for purposes relating to recruitment by and employment with the School 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 / performance appraisal report(s) from my current and/or previous employer(s) before offer of appointment).

2. I declare that all information and documents given for the purpose of this application are true and complete to the best of my knowledge and belief.

Signature of applicant: \_\_\_\_\_

Name in Block Letters: \_\_\_\_\_

Date: \_\_\_\_\_

\* Delete whichever not applicable

# Optional