

聖芳濟各書院
ST. FRANCIS OF ASSISI'S COLLEGE
應徵表格 (非教學人員)
APPLICATION FORM (NON TEACHING STAFF)
(Effective from 26 May 2022)

近照
Recent Photo

應徵職位 Post applied for	科目 Subject(s)
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I. 個人資料 Personal Particulars

英文姓名(姓氏先行) Name (English)(surname first)		稱謂 *先生/小姐/女士/太太 Title *Mr. / Miss / Ms. / Mrs
中文姓名 Name (Chinese)	出生日期及地點 Date & Place of Birth	*身份証號碼/護照號碼 *I.D. Card No. / Passport No.
國籍 Nationality	婚姻狀況 Marital Status	宗教 Religion
居住地址 Residential Address		
家居電話號碼 Telephone No. (Home)	手提電話號碼 Mobile Phone No.	
電子郵件 E-mail Address		

II. 學歷 Academic Qualifications (請順序列出 in chronological order)

中學/大專院校名稱 College / University / Institute	所獲學歷 Certificate/Diploma/Degree Obtained	頒授日期 Date of Award	主修科目 Major & Minor Subject(s)

III. 工作經驗 Working experience (請順序列出，如有需要請另紙書寫 In chronological order, use a separate sheet if necessary)

日期 (日/月/年) Dates (day/month/year)		工作機構名稱 Name of Employing Organization	職位 Appointment Held (如屬於兼職，請註明) (If part-time, state PT)
由 From	至 To		
/ /	/ /		
/ /	/ /		
/ /	/ /		
/ /	/ /		

IV. 諮詢人 (如有) Referees(if any)

(除特別註明，本校將毋須再行通知應徵者可逕向下述諮詢人查詢。)

(Unless otherwise specified, consent is deemed given by the applicant to the College to approach the referees whenever appropriate without prior notification.)

姓名 Name	職銜 Position	通訊地址 Correspondence Address	電話/傳真號碼/電郵地址 Tel. / Fax No. / Email Add.

(*請將不適用刪去 Please delete as appropriate)

填寫聘用表格「注意事項」 Notes for Completing the Appointment Form

1. 本表格所提供的個人資料，將用於與聘用有關的用途。
The personal data provided by means of this form will be used for employment related purposes.
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. 閣下必須在本表格提供所需的個人資料。如提供的資料不足，校方可能無法處理閣下的聘用事宜。
The provision of personal data is obligatory. If you do not provide sufficient information, the 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，閣下有權要求查閱及更改個人資料。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，閣下可向本校查詢。
You have a right to access and correct your 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, including making of access and corrections, should be addressed to our school.

本人已閱讀及明白本聘用表格的「注意事項」。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。
I confirm that I have read and understood the Notes for completing the Appointment Form. I fully understand if I intentionally provide false information/withhold any important information, it will render me liable to disqualification for employment, or termination of employment, even if being employed by the school.

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FOR OFFICE USE ONLY

Date of Appointment: _____ Rank: _____ Salary: _____

Remarks: _____

聖芳濟各書院

應徵者聲明

本人謹此聲明：

- 本人 曾/不會* 在香港或其他地方被裁定干犯刑事罪行（如有，請在附頁提供詳情）。
- 本人現在 有/沒有* 涉及任何正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，或 曾/不會* 遭取消／拒絕教師註冊（如有，請在附頁提供詳情）。
- 本人 有/沒有* 被學校或教育局調查有關本人專業失德的指控（如有，請在附頁提供詳情）。
- 本人 有/沒有* 收過教育局發出的勸喻信、警告信或譴責信（如有，請在附頁提供詳情）。
- 本人 同意/不同意* 學校為處理聘任事宜，可以向教育局申請發放與本人教師註冊相關的資料。
- 本人 同意/不同意* 學校為處理聘任事宜，可以向本人的前任僱主查詢本人的工作表現，包括就前任僱主所知，本人是否正被調查有關專業失德的指控。
- 本人 同意/不同意* 學校為處理聘任事宜，如有需要，可將我的資料送交獲授權的政府部門及其他組織或機構處理，例如學歷評審、薪金評估和操守審查等。
- 本人承諾，由簽署聘約日起，若本人遭受刑事調查或訴訟，包容但不限於被警方逮捕或拘捕，或教育局調查有關本人專業失德的指控等，本人必即向學校報告。
- 本人在與這份聲明相連的任何申請書所提供的資料正確無訛。
- 本人明瞭收集本人的個人資料的目的及其用途。本人亦明白倘若本人提供虛假資料，或作出虛假聲明，或隱瞞事實，即使獲學校聘用，聘用即時無效，及或遭受即時解僱之虞，本人亦可能會被刑事起訴。

(* 請刪去不適用者。)

聲明人： _____

(_____)

見證人： _____

(_____)

日期： _____

註 1：本表格所收集的個人資料將用作處理職位申請及評估應徵者是否適合該職位。應徵者應按學校/教育局要求，提供/盡力取得所有相關資料，否則該申請可能不獲處理。

註 2：若申請人獲學校聘用，本聲明經簽署後必須長期保存於教職員個人資料檔案夾。

St. Francis of Assisi's College

Declaration by Applicant

I hereby declare that:

- I have been/have never been* convicted of any criminal offence in Hong Kong or elsewhere (if yes, provide the details on a separate sheet attached).
- I am/am not* involved in any ongoing criminal proceedings or investigations including but not limited to arrest or apprehension by the police, and my registered teacher or permitted teacher status has not been cancelled/refused (if yes, provide the details on a separate sheet attached).
- I am/am not* being investigated by schools or the Education Bureau over professional misconduct allegations (if yes, provide the details on a separate sheet attached).
- I have/have never* received advisory letter, warning letter or reprimand letter issued by the Education Bureau (if yes, provide the details on a separate sheet attached).
- I agree/don't agree* that for appointment purpose, the school can apply to the Education Bureau for releasing information regarding my registration status.
- I agree/don't agree* that for appointment purpose, the school can consult my previous employers about my performance, including whether, to the best of my previous employers' knowledge, I am being investigated over professional misconduct allegations.
- I agree/don't agree* that for appointment purpose, my information will be provided to government departments and other organizations or agencies authorized to process it, e.g. qualifications assessment, salary assessment and integrity checks etc., if necessary.
- I promise that, once the employment contract is signed, I shall report to the school immediately if any criminal investigations or proceedings are instituted against me, including but not limited to arrest or apprehension by the police, investigations by the Education Bureau over professional misconduct allegations, etc.
- I promise that all information provided in any form(s) attached to this Declaration is true.
- I understand the purposes and use of my personal data collected, and if I provide false information or withhold material information, the employment shall become invalid, or I shall be liable to summary dismissal and face the dire consequences of criminal prosecution.

(* Delete whichever inapplicable)

Declared by: _____
(_____)

Witnessed by: _____
(_____)

Date: _____

Note 1: The personal information collected will be used for processing the job application and assessing the suitability of a candidate for the job. The applicant should provide all relevant information/be cooperative in procuring the same as and when required by the school / Education Bureau. Failure to do so may result in the application not being processed.

Note 2: If the applicant is employed, this signed declaration must be permanently kept in the employee's personal file.

