



KOWLOON TRUE LIGHT SCHOOL
APPLICATION FORM FOR EMPLOYMENT

STRICTLY CONFIDENTIAL

PHOTO

Date of application : _____

Position Applied : _____

Personal Data

Name in English	Name in Chinese
Date of Birth (DD/MM/YY)	Place of Birth
Nationality	HKID/Passport No.
Religion	Church Affiliation
Marital Status	PT/RT Registration Number (if any)
Contact Telephone No.	Email Address
Correspondence Address	

Education (Please start from the most recent information)

Period (month/ year)		Tertiary Institutes	Highest Qualification Attained
From	To		

Professional Qualifications (Please start from the most recent information)

Date Issued (month/ year)	Issuing Authority	Qualification Attained

Teaching Experience/Employment History (Please start from the most recent information)

Employment Period	Organization/ School	Last Position	Subjects Taught & Level	Reasons of Leaving

Interest groups and non-teaching duties capable of taking up if appointed

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Public Examination Results

HKCEE/ HKDSE (Results)	()	()
	()	()
	()	()
	()	()
HKAL /HKASL (Results)	()	()
	()	()
	()	()
Others Examination Results		

Referees

1.	Name: _____ () Name of organization: _____	Profession: _____ Telephone no.: _____
2.	Name: _____ () Name and address of organization: _____	Profession: _____ Telephone no.: _____

Declaration

1. I hereby declare that: (Please the box if the statement applies)

I have not been convicted of any criminal offence (including sexual offence) in Hong Kong or elsewhere.

I am not involved in any ongoing criminal proceedings or investigations, including but not limited to arrest or apprehension by the police.

My registration or permission status as a teacher has not been cancelled or refused.

I am not being investigated by schools or EDB over professional misconduct allegations.

I have passed the Basic Law and National Security Law Test.

I will take the Basic Law and National Security Law Test, and fully understand that I must have passed the test in order to be considered for appointment.

If any of the above statements does not apply, please give details: _____

2. I agree:

i. To submit the relevant documents including teacher registration document(s), result of the Basic Law Test, documentary evidence of qualification(s) and certificate(s) of service issued by previous employer(s) to the school.

ii. To undergo Sexual Conviction Record Check (SCRC) at my own expense/ make available to the school my valid SCRC result.

3. I authorize:

i. The school or its delegate to obtain, and the organization(s) and referee(s) listed above to release information relating to my employment and conduct for the consideration of my job application.

ii. The school to apply to EDB to obtain information on my teacher registration status.

4. I understand that the personal information collected will be used for processing the job applications and assessing the suitability of candidates for the job. Failure to provide all relevant information/ be cooperative in procuring the same as and when required by the school/ EDB may result in the application not being processed.

5. I declare that the information given above and any document provided is correct, true and complete. I understand that any falsification, withholding or omission of material information shall render me liable to criminal prosecution, rejection of application, disqualification for employment or summary dismissal, if employed.

Signature of Applicant _____ Date _____

Notes for Completing the Application Form

1. The personal data provided by means of this form will be used for application related purposes.
2. This form together with copy of certificates will be kept in school for Education Bureau's inspection/ audit as and when required.
3. You have a right of access and correction with respect to 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 by means of this form, including making of access and corrections, should be addressed to the school to which your form is submitted.