



Stewards Pooi Kei College Management Committee Limited

香港神託會培基書院校董會有限公司

56, Siu Lek Yuen Road, Shatin, N.T., H.K.

香港新界沙田小瀝源路 56 號

Tel: (852) 2345 4567 Fax: (852) 2635 0100

Application Form for Non-Teaching Post

Position Applied:	
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1. Personal Particulars

Name (English): _____ (Chinese): _____

Sex: _____ Date of Birth: _____ I.D. Card No.: _____ Marital Status: _____

Religion: _____ Church Attending: _____ Date of Baptism: _____

Residential Address: _____

Correspondence Address (if different from the above): _____

Tel (Home): _____ (Office): _____ (Mobile): _____

Email Address: _____ No. of Children (if any): _____

Present Occupation: _____ Ranking: _____

2. Educational Background (Secondary & Tertiary)

Year	Qualifications Obtained	Institute

3. Professional Qualifications (e.g. Cert. Ed., Dip. Ed., etc) (please use additional sheet if necessary)

Year	Qualifications Obtained	Institute

4. Academic Qualifications

I. HKCEE Results

Year Obtained: _____

Subject	Grade	Subject	Grade	Subject	Grade	Subject	Grade
Chinese		Physics		Chi. History		Arts & Design	
English		Chemistry		History		R.S.	
Mathematics		Biology		Geography		Others	
Chi. Literature		Add. Maths		Economics			
Eng. Literature		Computer		P.A.			

II. HKAL/HKHL Results

Year Obtained: _____

Subject	Grade	Subject	Grade	Subject	Grade
Use of English (AS)		Geography (AL)		Biology (AL)	
Chinese Language and Culture (AS)		History (AS/AL)		Chemistry (AS/AL)	
Business Studies (AL)		Principles of Accounts (AL)		Physics (AS/AL)	
Chinese History (AS/AL)		Pure Mathematics (AL)		Liberal Studies (AS)	
Economics (AS/AL)		Applied Mathematics (AS/AL)		Others	

5. Working Experience (start from most recent job and use additional sheets if necessary)

From	To	School/ Organization	Position/ Duties

6. Reference – (at least one of your referees should have knowledge of your current work)

	Referee 1	Referee 2	Referee 3
Name			
Position			
Name of Organization/ Company			
Contact Phone no.			
Fax no./ E-mail Address			

(Unless otherwise specified, consent is deemed given by the applicant to the school to approach the above referees whenever appropriate without prior notification. Please also inform your referees that such consent has been given by you.)

7. Other Qualifications / Skills (e.g. Computer, First Aid, Languages etc.)

8. Criminal Record(s) ☐ Yes _____ (please specify)
☐ No

9. Disclosure of relationship with existing staff in the School (if yes)

Name of Staff	Position	Relationship

Declaration

I declare that the information given above is correct and complete to the best of my knowledge and that the documents provided by me in connection with this application are true copies. I will produce the original / certified true copies of all identification and qualification documents as required by Stewards Pooi Kei College Management Committee Limited upon assumption of duty at the school if appointed. I understand that if I knowingly supply false information or withhold any material information, the Company shall have the right to rescind any verbal / written offer of appointment and I shall render myself liable to dismissal if I am eventually appointed.

Date: _____

Signature of Applicant: _____