



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 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: _____

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

Email Address: _____ Teacher Registration no: _____

Present Occupation: _____ Ranking: _____

2. **Education and Academic Qualifications (Secondary & Tertiary) *please use additional sheet if necessary**

Date (MM/YY)		Full Name of Secondary & Tertiary Institutions Attended/Attending	Qualifications Obtained (Abbreviation e.g. BA, MA, PhD)
From	To		

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

Date Conferred (MM/YY)	Institute	Qualifications Obtained

4. Major Curriculum Development/Project/Research Work/Publications

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5. Academic Qualifications

I. HKCEE/ HKDSE Results

Subject	Eng	Chin	Maths						
Year									
Result									

II. HKAL/HKHL Results

Subject	Eng	Chin						
Year								
Result								

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

From	To	School/ Organization	Position/ Duties

7. Subject(s) and Levels Able to Teach

Subject	Level	Subject	Level

8. Co-Curricular Activities Confident to Hold

1.	3.
2.	4.

9. Special Duties Expected to Hold (“1” for the 1st choice, “2” for the 2nd choice etc.)

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Christian & Life Education | <input type="checkbox"/> Discipline | <input type="checkbox"/> Counselling | <input type="checkbox"/> Co-Curricular Activities |
| <input type="checkbox"/> Moral & Civic Education | <input type="checkbox"/> IT Admin | <input type="checkbox"/> IT in Education | <input type="checkbox"/> Career & Life Planning |
| <input type="checkbox"/> Admission & Public Relations | <input type="checkbox"/> Academic Admin | <input type="checkbox"/> Student Welfare | <input type="checkbox"/> School Publication |

Others (please specify): _____

10. Additional Information (e.g. Computer Knowledge, First Aid, Special Skills, etc.)

11. Record of Voluntary Services (In Chronological Order)

Name of Organization	Position Held	Date (MM/YY)	
		From	To

12. Language Proficiency

Languages	Proficient / Good / Fair		
	Reading	Writing	Speaking
a. English			
b. Cantonese			
c. Putonghua			
d. Other Language(s), please specify:			

13. Details of Present/Last Employment

*Present/Last Basic Monthly Salary:	Expected Salary:
Other Benefits: <input type="checkbox"/> Provident Fund <input type="checkbox"/> MPF <input type="checkbox"/> Housing <input type="checkbox"/> Gratuity <input type="checkbox"/> Medical <input type="checkbox"/> Bonus _____ % of salary	
Notice Period Required for Resignation:	Date Available:
Valid Sexual Conviction Record Check (SCRC) checking code? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Please delete as appropriate*

14. For Overseas Applicants ONLY

Valid working visa issued by the Immigration Department of the HKSAR?

Yes, working visa no. : _____ No

Issue date of work visa: _____

Expiry date of work visa: _____

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

Name	Position	Name of School/ Organization	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.)

16. Personal Views on Education and Career *please use additional sheet if necessary

Please answer the following questions:

1. What are your ideas and vision in education? How do they match with the vision of the SPKC? See our website (<http://www.spkc.edu.hk/>).

2. What are your strength(s) and weakness(es)? How can your strength(s) help in your teaching career? How would you contain your weakness(es)?

3. What did you achieve in your career life? What are your major achievements in your career life?

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: _____