



# 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

<b>Position Applied:</b>	
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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: \_\_\_\_\_

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. Academic Qualifications**

**I. HKCEE/ HKDSE Results (please also list the results of other subjects)**

Subject	Eng	Chin	Maths						
Year									
Result									

**II. HKAL/HKHL Results (please also list the results of other subjects)**

Subject	Eng	Chin						
Year								
Result								

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

From	To	School/ Organization	Position/ Duties

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

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**7. Record of Voluntary Services (In Chronological Order)**

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

**8. Language Proficiency**

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

**9. 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*

**10. For Overseas Applicants ONLY**

Valid working visa issued by the Immigration Department of the HKSAR? <input type="checkbox"/> Yes, working visa no. : _____ <input type="checkbox"/> No Issue date of work visa: _____ Expiry date of work visa: _____
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**11. Reference – (at least one of your referees should have knowledge of your current work)**

Name	Position	Name of School/ Organization	Phone No./ Email 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.)*

**12. Personal Views on Career *\*please use additional sheet if necessary***

Please answer the following questions:

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

2. 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:** \_\_\_\_\_