



Personal Information Collection Statement (PICS) for Recruitment

Please read the following carefully before you fill in the application form:

1. The personal data collected in this form will be used by the School to assess your suitability for assuming the position you are applying for, and to determine the remuneration and benefits package.
2. Completion of all items on this form is obligatory for selection purposes. Failure to provide these data may affect the processing and outcome of your application. This form should be typed or written in block letters. Please use separate sheets for details or explanations if necessary.
3. Applicants are requested to attach photocopies of certificates, transcripts and other relevant documents to support information on this form. These copies are not returnable and will be verified in due course.
4. It is our policy to retain the personal data of unsuccessful applicants for future reference purpose for a period of not more than 12 months. Thereafter, your application together with all materials you provide will be disposed of.
5. Personal data provided by job applicants will be used for recruitment purposes only.



CHINESE ACADEMY
晉德學校

Office Use Only

App. Ref.: _____

Date Rec'd: _____

**Application for Employment
(Teaching Posts)**

Post Applied for : _____

Date Available : _____

I(a) PERSONAL PARTICULARS

Surname		Given Name		Recent Photo
Title <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss		Name in Chinese		
Correspondence Address				
Office Telephone No.	Residential Telephone No.	Mobile No.		
E-mail address				
Nationality	*HKID Card/ Passport No.	Date of Birth (DD/MM/YY)		

Language(s) Used		Please rate your language proficiency (Proficient/ Good/ Fair/ Poor)		
		Reading	Writing	Speaking
First Language				
Other Language(s)				

* Please delete as appropriate

I(b) FOR OVERSEAS APPLICANTS ONLY

a.	Do you have a valid working visa issued by the Immigration Department of the HKSAR Government? <input type="checkbox"/> Yes Working Visa No. _____ <input type="checkbox"/> No
b.	Visa Issued Date: _____
c.	Visa Expiry Date: _____

II EDUCATION AND ACADEMIC QUALIFICATIONS

Dates (MM/YY) (Please state if Part-time)		Full Name & Location of Schools & Tertiary Institutions Attended/ Attending	Field of Study	Abbreviation <i>e.g. BA, PhD</i>	Qualifications Obtained (Pls. indicate the abbreviation before description)	Date of Award (MM/YY)	Copy Verified
From	To						

For
Office Use

III PROFESSIONAL QUALIFICATIONS

Membership obtained from professional association or public examination

Means of Attaining
X: By Examination
E: By Election
S: By Subscription

Name of Association/ Professional Institution	Title Abb. e.g. FHKSA, MHKIE	Professional Title	Level Attained	↓	Date Conferred (MM/YY)	Copy Verified

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VII DETAILS OF PRESENT/ LAST EMPLOYMENT

* Present/ Last Basic Monthly Salary: _____			
Other Allowances/ Bonus and Benefits:	<input type="checkbox"/> Medical	<input type="checkbox"/> Housing	<input type="checkbox"/> Gratuity
<input type="checkbox"/> Superannuation/ Provident Fund	<input type="checkbox"/> Bonus: _____% of salary	<input type="checkbox"/> Others _____	
Next Incremental Month: _____		Notice Period Required for Resignation: _____	
Are you a Registered Teacher?	<input type="checkbox"/> Yes	RT No.: _____	<input type="checkbox"/> No
Are you a Permitted Teacher?	<input type="checkbox"/> Yes	PT No.: _____	<input type="checkbox"/> No
Please provide the details of cancellation/ refusal of teacher registration, if any: _____			

* Please delete as appropriate

VIII REFERENCES

<p>a. The School will seek confidential reference on you once you are shortlisted for further consideration. Please provide details of two referees (preferably your former academic adviser/ job supervisor) whom the School can invite to comment on your academic/ professional suitability for the post:</p>			
Name	_____	Position	_____
Organization	_____	Telephone No.	_____
E-mail	_____	Fax No.	_____
Address	_____		
Name	_____	Position	_____
Organization	_____	Telephone No.	_____
E-mail	_____	Fax No.	_____
Address	_____		
<p>b. In the event of an offer of appointment, the School will approach your employer to confirm details of your present/ last employment. Please provide the particulars of the contact person of your *present/ last employer below:</p>			
Name	_____	Position	_____
Organization	_____	Telephone No.	_____
E-mail	_____	Fax No.	_____
Address	_____		
<p>Note: You will be duly advised before your present/ last employer is approached.</p>			

* Please delete as appropriate

IX PREVIOUS CONVICTION RECORDS

Have you ever been convicted in Hong Kong or elsewhere?

Yes

No

If any, please provide the details: _____

X DECLARATION

I declare that the information given above is correct and complete to the best of my knowledge, and I understand that any willful misstatement will render myself liable to immediate dismissal, if engaged. I hereby give my consent to Chinese Academy to contact my personal referees as provided in Section VIII above to comment on my suitability for the post applied for.

Signature _____

Date _____