

樂善堂劉德學校
Lok Sin Tong Lau Tak Primary School
職位申請表
Employment Application Form

(I) 申請職位 Position Applied

申請職位： Position Applied：	職位編號 (如適用)： Reference No. (If applicable)：
要求薪金： Expected Salary：	可到職日期： Date Available：

(II) 個人資料 Personal Particulars

英文姓名： Name in English：	中文姓名： Name in Chinese：
出生日期： Date of Birth：	性別： Sex：
香港特別行政區永久居民： Permanent Resident of the HKSAR： <input type="checkbox"/> 是 / <input type="checkbox"/> 否 Yes No	
香港身份證 / 護照號碼： HKID Card / Passport No.：	婚姻狀況： Marital Status： <input type="checkbox"/> 未婚 / <input type="checkbox"/> 已婚 / <input type="checkbox"/> 其他 Single Married Other
住址： Address：	
聯絡方法： Contact：	辦公室： Office：
	住宅： Home：
	手機： Mobile：
	電郵： E-mail：
檢定教員編號 / 准用教員編號(如適用)： Registered Teacher Number / Permitted Teacher Reference Number (If applicable)：	

請在適當的□內加上“✓”號。 Please insert a “✓” in the appropriate boxes □.

(III) 學歷資格 Academic Qualifications

學院/大學/院校 (按就讀日期順序列出) College/ University/ Institute (in chronological order)

由 From 月/年 Month/Year	至 To 月/年 Month/Year	學院/大學/院校 College/University/Institute	獲頒的證書/文憑/學位 Certificate/Diploma/Degree Obtained	主修及副修科目 Major & Minor Subject(s)

專業資格(按獲取日期順序列出) Professional Qualifications/ Memberships(in chronological order)

頒發機構/專業團體(全名) Issuing Authority/ Professional Organization (Full Name)	所獲學歷/專業資格 Qualification/ Membership Obtained	獲取途徑(如考試、推選等) Path to Achievement (e.g. exam., election)	頒發日期 (月/年) Date of Award (Month/Year)

中學(按就讀日期順序列出) Secondary (in chronological order)

由 From 月/年 Month/Year	至 To 月/年 Month/Year	中學名稱 Name of Secondary School	最高學歷 Highest Level Attained	證書 Certificate Awarded

公開試成績 Public Examination Results

公開試成績 Public Examination Results	年份 Year	科目 Subject	成績 Grade/Level	年份 Year	科目 Subject	成績 Grade/Level
*香港中學會考 HKCEE/ GCE“O”Level/ GCSE						
*香港高級程度會考 HKALE/ GCE“A”Level						
香港中學文憑考試 HKDSE						

*請刪去不適用者 Delete as appropriate

《基本法及香港國安法》測試 Basic Law and National Security Law Test

	考試日期 Date of Examination	取得合格成績結果日期 Date of Attaining Pass Result
學位/專業程度職系 Degree / Professional Grades		

(IV) 工作經驗（按任職日期順序列出） Work Experience (in chronological order)

由 From 月/年 Month/Year	至 To 月/年 Month/Year	任職機構 Organization	職位 Position	任教科目及年級/ 工作簡介 Subject & Class Taught/ Job Description	全職/ 兼職 Full-time/ Part-time	最後 薪酬 Last Salary	離職原因 Reason for Leaving

(V) 曾負責的社會服務/獎項/公職/Post of Social Services/ Awards / Public Services

期間 Period	學校 / 機構名稱 Name of School / Organization	職位 Position	社會服務／獎項／公職 Social Services / Awards / Public Services

(VI) 語言能力 Languages

語言 Language	(優秀/良好/尚可/差) (Excellent / Good / Fair / Poor)			可有效運用教學 (如適用) Able to teach effectively (If applicable)
	會話 Speaking	閱讀 Reading	寫作 Writing	
				<input type="checkbox"/> 是 / <input type="checkbox"/> 否 Yes No
				<input type="checkbox"/> 是 / <input type="checkbox"/> 否 Yes No
				<input type="checkbox"/> 是 / <input type="checkbox"/> 否 Yes No

請在適當的☐內加上“✓”號。Please insert a “✓” in the appropriate boxes ☐.

語文能力要求 (英文科) (如適用) Language Proficiency Requirement (English) (If applicable)

已全面達到要求* Fully attained	只在四個核心語文能力方面達到要求 Attained in 4 core language skills only	「國際英語水平測試制度」(學術領域)成績 IELTS (Academic) Test Results				
		整體評級 Overall Band Score	聆聽 Listening	閱讀 Reading	寫作 Writing	口語 Speaking
<input type="checkbox"/> 透過豁免 through exemption <input type="checkbox"/> 透過「語文能力評核」及「課堂語言運用」 through LPA and CLA <input type="checkbox"/> 透過「國際英語水平測試制度」及「課堂語言運用」 through IELTS and CLA	<input type="checkbox"/> 透過「語文能力評核」 through LPA <input type="checkbox"/> 透過「國際英語水平測試制度」 through IELTS					
獲取豁免/成績日期： Date obtained/attained：						

*英文科教師須在「國際英語水平測試制度」(學術領域)整體評級中達到 7.5 級或以上，並在同一張成績單中，聆聽、閱讀、寫作和口語各項均達到不低於 7.0 級。English teachers must obtain an overall band score of 7.5 or above in the IELTS (Academic) and a minimum score of 7.0 in each of the listening, reading, writing and speaking sections in the same Test Report Form.

請在適當的☐內加上“✓”號。Please insert a “✓” in the appropriate boxes ☐.

語文能力要求 (普通話科) (如適用) Language Proficiency Requirement (Putonghua) (If applicable)

已全面達到要求* Fully attained	已達部分水平 (未達「課堂語言運用」) Partly Attained (Classroom Language Assessment Not Attained)	「國家語言文字工作委員會普通話水平測試」成績 Putonghua Proficiency Test (PSC) Score
<input type="checkbox"/> 透過「語文能力評核」及「課堂語言運用」 through LPA and CLA <input type="checkbox"/> 透過「國家語言文字工作委員會普通話水平測試」及「課堂語言運用」 through PCS and CLA	<input type="checkbox"/> 只在「語文能力評核」中三個核心語文能力方面達到要求 Attained in 3 core language skills only in LPA <input type="checkbox"/> 只在「國家語言文字工作委員會普通話水平測試」達到要求 Attained in PSC only	
獲取日期： Date attained：		

*普通話科教師須在「國家語言文字工作委員會普通話水平測試」中獲得二級甲等或以上成績。Putonghua teachers must obtain Grade A, Level 2 or above in the Putonghua Proficiency Test (PSC).

請在適當的☐內加上“✓”號。Please insert a “✓” in the appropriate boxes ☐.

(VII) 諮詢人 Referees

姓名 Name	稱謂 (如先生/女士/博士/教授) Title (e.g. Mr./Ms./Dr./Professor)	職位 Position	機構 Organization	電話 Contact No.

(VIII) 個人資料申報及授權 Personal Information Declaration and Authorization

請在適當的□內加上“✓”號。 Please insert a “✓” in the appropriate boxes □.

1. 刑事罪行／教師註冊申報 Criminal Offence / Teacher Registration Declaration

- 1.1 本人曾在香港或海外被裁定干犯刑事罪行或涉及任何在進行中的刑事訴訟或調查，包括但不限於被警方逮捕或拘捕。〔不包括根據《罪犯自新條例》被視為「已失時效」的刑事紀錄〕

I have been convicted of criminal offences in Hong Kong or overseas or involved in any ongoing criminal proceedings or investigations, including but not limited to arrest or apprehension by the police. (Excluding criminal records deemed time-lapsed under The Rehabilitation of Offenders Ordinance)

☐ 是 Yes ☐ 否 No

- 1.2 本人曾遭教育局取消／拒絕教師註冊資格。

My registered teacher or permitted teacher status has been cancelled/refused.

☐ 是 Yes ☐ 否 No ☐ 不適用 Not Applicable

- 1.3 本人曾被／正被學校或教育局調查有關專業失德的指控。

I was/am being investigated by the school or the Education Bureau for allegations of professional misconduct.

☐ 是 Yes ☐ 否 No ☐ 不適用 Not Applicable

- 1.4 本人曾被教育局就專業失德行為，發出譴責／警告／勸喻信。

The Education Bureau has issued reprimand/warning/advisory letter due to my professional misconduct.

☐ 是 Yes ☐ 否 No ☐ 不適用 Not Applicable

以上四項如有，請分別提供詳情 If any of the above four items, please provide details separately :

2. 本人沒有干犯任何性罪行，並同意授權學校透過自動電話查詢系統收聽本人性罪行定罪紀錄查核的結果。

I have not committed any sexual offences, and I agree to authorize the school to listen to the results of my sexual conviction record check through the automatic telephone inquiry system.

☐ 是 Yes

☐ 否 No

3. 本人同意教育局將本人教師註冊資料（備註-2）向學校發放？

I agree that the Education Bureau will distribute my teacher registration information (Remarks-2) to this school?

☐ 同意 Agree

☐ 不同意 Disagree

☐ 不適用 Not Applicable

4. 學校可就招聘及僱用事宜，向本人現任及前任僱主查詢任職期間工作表現、離職原因及／或是否正被調查有關本人專業失德的指控。

For recruitment and employment matters, the school can check with my current and previous employers about my work performance during my tenure, the reason for my resignation and/or is it being investigated for allegations of professional misconduct?

☐ 同意 Agree

☐ 不同意 Disagree

☐ 不適用 Not Applicable

僱主姓名 Employer's Name	稱謂 (如先生/女士/博士/教授) Title (e.g. Mr./Ms./Dr./Professor)	職位 Position	機構 Organization	電話 Contact No.

5. 本人認識學校之員工。其姓名及與本人之關係如下：

I have connections with the employee(s) of this school. The name(s) of the employee(s) and our relationship(s) is/are as follows:

☐ 是 Yes

☐ 否 No

僱員姓名 Employee's Name	職位 Position	與本人之關係 Our Relationship

(IX) 聲明 Declaration

請在適當的□內加上“✓”號。 Please insert a “✓” in the appropriate boxes □.

1. ☐ 本人明白拒絕提供所需資料，故意虛報資料／隱瞞重要事實，可令本人喪失獲學校錄用的資格。即使已獲學校錄用，亦可遭終止聘用，亦可能面對被刑事檢控的嚴重後果。
I understand that by refusing to provide the required information, deliberately falsely reporting information/concealing important facts, I may lose my eligibility to be employed by the school. Even if I have been hired by the school, I may also be terminated and may face serious consequences of criminal prosecution.
2. ☐ 本人明白倘若申請獲校方接納，入職後如遭刑事起訴及／或涉及任何在進行中的刑事訴訟或調查，包括但不限於被警方逮捕或拘捕，必須即時向校方報告。
I understand that if the application is accepted by the school, any criminal prosecution and/or any ongoing criminal proceedings or investigations, including but not limited to arrest or apprehension by the police, must be reported to the school immediately after employment.
3. ☐ 本人已細閱並明白此聲明，並確認本申請表內所填寫各項皆屬實。
I have read and understand this declaration. I declare that the information provided and the statements made by me in this application form are true, complete and correct.

申請人簽署 Signature of Applicant

日期 Date

備註 Remarks：

1. 本職位申請表所收集的個人資料將用作處理職位申請及評估申請人是否適合該職位；申請人應按學校／教育局要求，提供／盡力取得所有相關資料，否則該申請可能不獲處理。
The personal information collected by this Employment Application Form will be used for processing the job applications and assessing the suitability of applicants for the job; the applicants should provide all relevant information, and try their best effort to obtain the information as and when required by the school/EDB, and failure to do so may result in the application not being processed.
2. 提供的資料包括：有關擬聘用教師的教師註冊是否有效、其教師註冊／申請曾否遭取消／拒絕、曾否就教師註冊收到教育局發出的譴責／警告／勸喻信或需要教育局審視其註冊資格的情況。
The information includes the validity of the teacher registration, whether the teacher registration/teacher registration application has been refused to issue or has been cancelled, whether a reprimand/warning/advisory letter has been issued to the application and whether the Education Bureau is reviewing the registration status.
3. 此表格適用於專責人員、文書人員校工等。
This employment application form is applicable for the recruitment of various positions of the school such as professional staff, clerical staff, janitors, etc.
4. 如申請人曾干犯刑事或性罪行，並不一定因此而不予錄用。
The employment application of an applicant having criminal or sexual offences will not be necessarily rejected.
5. 申請人所提供的資料將予以保密及只作招聘相關職位用途。當有關招聘程序完結後，落選者的個人資料將於一年後被銷毀。
Information collected will be treated in strict confidence and used solely for recruitment purpose. Information of unsuccessful applicants will be destroyed after one year period upon the completion of the relevant recruitment procedure.
6. 本校在甄選過程中均採取平等機會原則處理所有職位申請，絕不會因種族、性別、殘疾或家庭崗位構成任何歧視。
We are an equal opportunity employer. We do not discriminate on the basis of race, sex, disability or family status in employment process.