

CARMEL BUNNAN TONG MEMORIAL SECONDARY SCHOOL

**Application for Non-Teaching Post**

**I. Personal Data**

1. Name in English : \_\_\_\_\_ In Chinese : \_\_\_\_\_  
2. Date and Place of Birth : \_\_\_\_\_ Age : \_\_\_\_\_  
3. H.K.I.D. Card or Passport No. : \_\_\_\_\_ Sex : \_\_\_\_\_  
4. Address : \_\_\_\_\_  
Tel. No. : \_\_\_\_\_  
5. Religion : \_\_\_\_\_ Church : \_\_\_\_\_  
6. Marital Status : Single / Married / Others \_\_\_\_\_

**II. Educational Background**

1. Colleges and Universities

College or University	Years	Certificate, Diploma or Degree obtained	Major
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Professional Training Qualification obtained with dates

_____
_____

**III. Working Experience**

Years	Employer	Responsibilities
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**V. Referees** (Please give title and contact telephone number of your referees)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date : \_\_\_\_\_ Signature of Applicant : \_\_\_\_\_  
\* \* \* \* \* \* \* \* \* \* \* \* \* \*

**Declaration for Application**

1. I hereby declare that I #have / have not been previously charged with or convicted of a criminal offence in Hong Kong or elsewhere.
2. I hereby declare that I #have / have not been involved in any ongoing criminal proceedings or investigations to the best of my knowledge, including but not limited to arrest or apprehension by the police.
3. I hereby declare that I #have / have not been previously charged with sexual conviction and am #willing / not willing to apply for the Sexual Conviction Record Check (SCRC)<sup>@</sup> if required.
4. I hereby declare that I #have / have not being investigated by schools or the EDB over professional misconduct allegations to the best of my knowledge.
5. I hereby #agree / disagree the school to contact my previous employers (if any) for taking reference.
6. I also understand I shall render myself liable to dismissal even if appointed and the dire consequence of criminal prosecution that I may face if I willfully give any false information or withhold material information (including my health condition) as requested by the Education Bureau.

If any of the situations (1-5) applies, please give details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby agree that the school authority is authorized to access to my personal data related to my application, including the assessments made on the employer reference documents.

Date : \_\_\_\_\_ Signature of Applicant : \_\_\_\_\_  
HKID No.: \_\_\_\_\_ Name of Applicant : \_\_\_\_\_

# Please delete if inappropriate.  
<sup>@</sup> A fee of HK\$105 will be charged by the SCRC Office.

**For Office Use Only**

Documents for Appointment

- |                                    |   |
|------------------------------------|---|
| a. _____ Copy of Certificates      | f. _____ Check X-Ray Examination  |
| b. _____ Copy of Testimonials      | g. _____ EDB Appointment Form   |
| c. _____ Copy of Birth Certificate | h. _____ Certificate of Registration  |
| d. _____ Copy of HKID Card         | i. _____ Photographs  |
| e. _____ Medical Examination       | j. _____ Information Sheet for a Teacher Newly Appointed by an Aided School |