

CARMEL BUNNAN TONG MEMORIAL SECONDARY SCHOOL

Application for 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 \_\_\_\_\_  
\_\_\_\_\_ PT/RT Registration No. \_\_\_\_\_

**III. Working Experience**

1. Teaching Experience
- | Years | School | Subject Taught | Other Responsibilities |
|-------|--------|----------------|------------------------|
| _____ | _____  | _____          | _____                  |
| _____ | _____  | _____          | _____                  |
| _____ | _____  | _____          | _____                  |
2. Other Working Experience : \_\_\_\_\_  
\_\_\_\_\_

**IV. Duty Preference**

1. Subject and Forms able to teach \_\_\_\_\_  
\_\_\_\_\_
2. Extra-Curricular Activities able to organize \_\_\_\_\_  
\_\_\_\_\_
3. Administrative group/s you would like to join \_\_\_\_\_  
\_\_\_\_\_

**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 my registration or permission status as a teacher #has / has not been previously cancelled / refused by the Education Bureau.
5. 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.
6. I hereby #agree / disagree the school to contact my previous employers (if any) for taking reference.
7. 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 (1-6) 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.  
 @ 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 |