Personal Information Collection Statement

Information provided in this application form will be used for the following purposes:

- Selection of applicants for admission to the Programme;
- Collection of information from the relevant institutions/schools and referees about your candidature for studies;
- Transferral to student record system upon admission to the Programme.

In accordance with the Personal Data (Privacy) Ordinance, you have the right to access to and make correction of the information contained in this application form. Information of unsuccessful applicants will be destroyed after the completion of the entire admission exercise.

General Information

- Please read the Programme Leaflet and the Application Guide carefully before completing the application form.
- Please use BLOCK LETTERS in English and complete the application form in ink.
- Information provided in this application form must be accurate and complete, and all relevant supporting documents must be supplied with the application. Incomplete application materials will affect the process of admission to the programme.
- Please do not send in or submit the original copies of any supporting documents with your application.
- Applicants will be assessed individually on their academic achievements, professional qualifications and work experience. Interview may be given to the selected applicants.
- Accreditation of non-local academic qualifications should be made through the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) to show that totality of the applicants’ educational qualifications meet that standard of a local Bachelor Degree and such applicants should submit the assessment results in support of their applications.
- Non-local applicants must have obtained a student visa for studying in Hong Kong before admitted to the Programme.
- Please keep your application number for future reference.
- Please submit your application by post or by hand to:

<table>
<thead>
<tr>
<th>Address</th>
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<tbody>
<tr>
<td>Programme Administration Section</td>
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<tr>
<td>Postgraduate Diploma in Early Childhood Education</td>
</tr>
<tr>
<td>Early Childhood and Elementary Education Division</td>
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<tr>
<td>School of Continuing Education</td>
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<tr>
<td>Hong Kong Baptist University</td>
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<tr>
<td>2/F Franki Centre</td>
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<tr>
<td>320 Junction Road</td>
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<td>Kowloon Tong, Kowloon</td>
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<th>Office Hours</th>
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<td>9:00am – 5:50pm</td>
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<td>(Enquiry hotline and service counter: 9:00 am to 8:00 pm)</td>
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Information contained in this Application Form and Guide is subject to change without prior notice.
Date:

Dear Sir/Madam,

Postgraduate Diploma in Early Childhood Education
(Application No.: _______________)

We are pleased to acknowledge the receipt of your application for admission to the Programme in the Autumn 2017 semester. Your application is being processed and you will be notified of the result by mail in due course.

Thank you for your interest in our programme.

Early Childhood and Elementary Education Division
School of Continuing Education
Hong Kong Baptist University

(To be filled by the Applicant)

Name : _____________________________________
Address : _____________________________________
_____________________________________
_____________________________________
_____________________________________
POSTGRADUATE DIPLOMA IN EARLY CHILDHOOD EDUCATION

APPLICATION FORM (2017 INTAKE)

Your personal data provided in this application form will be kept strictly confidential. You are requested to notify the School promptly of any changes in your personal data. The submitted application form and the supporting documents are not returnable.

Mode of Study  ☐ Full-time  ☐ Part-time
(Please choose one)

Personal Particulars
(Please enter the information as printed on your HKID card / passport)

Chinese Name

English Name
(Surname first)

Sex  M / F  Date of Birth  D  D  M  M  Y  Y  Y  Y

Place of Birth

Nationality

HKID / Passport No.

Residential Address

Building

Street

Flat  Floor  Block

District  1. Hong Kong  2. Kowloon  3. N.T.

Residential Number

Mobile Number

Office Number

Fax Number

Email Address

( limit to 30 characters including alphabets and numbers )

Photograph
3.5cm x 4.5cm
Please affix photo with applicant’s name on the back

Academic Qualifications
(Please provide information in chronological order and supply photocopies of the relevant credentials.)

<table>
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<tr>
<th>Name of Institutions</th>
<th>Qualifications Attained (or to be attained)</th>
<th>Mode of Study (FT / PT)</th>
<th>Period of Study From (M / Y) / To (M / Y)</th>
<th>Date of Award</th>
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Application Form  3
# Work Experience
(Please provide information in chronological order and supply relevant supporting documents.)

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<tr>
<th>Name of Organization/Employer</th>
<th>Position Held</th>
<th>Employment Period</th>
<th>Year(s) of Employment</th>
<th>Nature of Work/Duties</th>
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<td>To (M/Y)</td>
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# Additional Information
(Please provide information which you think is relevant to the assessment of your application. Attach additional sheet(s) if necessary.)

# Declaration
(a) I understand that all information I provided in this application form will be used for:
   • processing my application and will become part of my student record upon successful admission to the programme;
   • sharing with appropriate parties and personnel of the University for administration, communication and other related purposes; and
   • the promotion of, including but not limited to, the School’s courses and programmes, activities, awards, scholarships, bursaries, special offers, privileges, other services as well as fundraising appeals.
   ☐ If you do not wish to receive any promotional information, please tick (✓) the box.

(b) The information given in support of this application is accurate and complete. I am aware that the School of Continuing Education of Hong Kong Baptist University reserves the right to cancel the application at any time if the information given in this application is found untrue.

(c) I understand that the submitted application form and supporting documents are not returnable.

(d) I have read the Application Guide.

(e) I have noted, understood and agreed to the contents of the Personal Information Collection Statement.

Signature: ______________________________ Date : _____________________________

For office use only
Certified copies on file
☐ HKID: _____________________________  ☐ Passport: ___________________________  Sighted by: ___________________________
☐ Work Exp: ________________________  ☐ Non Sighted by: ___________________________
☐ Degree: _________________________  ☐ Mainland/Overseas: ____________________  Others: _____________________________
☐ Local: _________________________  ☐ H Ed: _____________________________
☐ Master: ________________________  ☐ Others: _____________________________
☐ Bachelor: _______________________  ☐ Other: _____________________________
☐ Doctor: ________________________  ☐ Application: ________________________
☐ Successful: ____________________  ☐ Not Successful: _____________________  Checked by: ________________________
☐ Not Successful: __________________  ☐ Pending: __________________________  Verified by: ________________________
☐ Pending: ________________________  ☐ Endorsed by: _______________________

Remarks: ___________________________  ___________________________
POSTGRADUATE DIPLOMA IN EARLY CHILDHOOD EDUCATION

LETTER OF REFERENCE （Confidential）

The applicant should fill in his/her name and send the Letters of Reference to TWO referees for comments on his/her eligibility for this programme. One referee should be the applicant’s Academic Adviser and the other his/her Job Supervisor.

Applicant’s Full Name: _________________________________________________

The above applicant is applying for the Postgraduate Diploma in Early Childhood Education Programme offered by the School of Continuing Education, Hong Kong Baptist University. It would be of great assistance in considering his/her application if you would kindly complete this Letter of Reference and return it to the School. Any information you give will be kept strictly confidential.

Name of Referee : ____________________________________________________

Position : __________________________________________________________

Organization : ______________________________________________________

Contact Number : ____________________________________________________

Address : __________________________________________________________

____________________________________________________

Email Address : _____________________________________________________

1. How long and in what capacity have you known the applicant?

   ________________________________________________________________
2. Please comment on the suitability of the applicant for the profession of Early Childhood Education Practitioner. (Please attach additional sheet(s) if necessary.)

3. Additional Comments (Optional)

Signature of Referee: __________________________ Date: _________________

Thank you for your assistance. Please return the completed Letter of Reference in a sealed envelope to:

Programme Administration Section
Postgraduate Diploma in Early Childhood Education
School of Continuing Education
Hong Kong Baptist University
2/F, Franki Centre, 320 Junction Road
Kowloon Tong, Kowloon
Hong Kong
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Organization : ______________________________________________________
Contact Number : ____________________________________________________
Address : ___________________________________________________________
              ___________________________________________________________

Email Address : ______________________________________________________

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   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
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3. Additional Comments (Optional)

Signature of Referee: __________________________ Date: _________________

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