



EMPLOYMENT APPLICATION FORM

(For Part-time Teaching Post such as Part-time Lecturer, Instructor, Tutor, Supervisor & Others)

(兼任講師、教師、導師、輔導員及其他教學職位申請表)

Ref.No. 申請職位編號 _____ Post Applied for 申請職位 _____

Programme Name 課程名稱 _____

Course Applied for 申請科目 (See Note 4) _____

IMPORTANT NOTES TO APPLICANTS 注意事項

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

填寫此職位申請表格前請細心閱讀下列各點：

1. Please complete the form in English unless otherwise specified. Completed application form should be returned to the **Human Resources Section, School of Continuing Education, Hong Kong Baptist University, 2/F, Franki Centre, 320 Junction Road, Kowloon Tong, Hong Kong**. Please quote reference no. on the envelope.

請以英文填寫（除另行指示外）。請將填妥的表格交回或寄回香港九龍塘聯合道 320 號建新中心二樓香港浸會大學持續教育學院人力資源組收，並於信封面列明申請職位編號。
2. Applications should attach photocopies of certificates, transcripts and other relevant documents to support information on this form. These copies are not returnable. Applicants will be requested to produce original copies for verification in due course. Please use a separate sheet for further details or explanations where necessary.

請附上有關學歷及工作經驗證明副本，所有文件副本將不予退還，申請人需於日後呈交正本予以參照。如本表格不敷填寫，請用另紙。
3. The information provided will be used for consideration of appointment and other employment-related purposes at the School of Continuing Education, Hong Kong Baptist University, and will be treated in the strictest confidence. It may be provided to divisions/offices or persons, where applicable, authorized to process the information for purposes related to appointment.

申請人所填報之資料，將用作香港浸會大學持續教育學院員工招聘及其他有關的僱傭事宜，所有資料將絕對保密。如有需要，有關資料將會提供予獲授權處理招聘的部門/單位或人員。
4. Please ensure that all parts in the form are completed and the information is accurate. Please also submit *separate application form for each individual course* if such requirements are stated in relevant recruitment advertisement. Incomplete application forms or application forms not submitted separately for individual course as required and stated in relevant recruitment advertisement may not be processed.

此申請表格內之各項資料必須全部準確填報。申請人亦須按照個別招聘廣告的要求，就每個科目遞交個別申請表格，否則不予辦理。
5. For access to and correction of personal data after submission of this application, please write to the Human Resources Section, School of Continuing Education, Hong Kong Baptist University, Kowloon Tong, Hong Kong and quote the Ref. No. in your correspondence.

遞交此申請表格後，如需更改資料，請致函香港九龍塘香港浸會大學持續教育學院人力資源組，並請列明申請職位編號。
6. Your application together with all materials provided will be disposed of after completion of the recruitment exercise if your application is not successful.

如申請者不獲取錄，此申請表及所附文件將於招聘工作完畢後銷毀。

IA. PERSONAL PARTICULARS 個人資料

Surname 英文姓氏	Other Name 英文名字	Name in Chinese 中文姓名
Title 稱謂 *Prof.教授 / Asso. Prof.副教授 / Dr.博士 / Mr.先生 / Mrs.太太 / Ms.女士 / Miss 小姐 / Others 其他 _____ (*Please delete where inappropriate 請刪除不適用項目)		
Correspondence Address 通訊地址 _____ _____		Res. Tel. No. 住所電話
Area 地區 <input type="checkbox"/> HK Island 香港島 <input type="checkbox"/> Kowloon 九龍 <input type="checkbox"/> N.T. 新界 <input type="checkbox"/> Others 其他	Country 國家	Off. Tel. No. 1 辦公室電話
Residential Address (if different from correspondence address) 住址 (如與通訊地址不同) _____ _____		Off. Tel. No. 2 辦公室電話
E-mail Address 電子郵箱號碼	Fax No. 傳真號碼	Others: e.g. Pager / Mobile No. 其他: 如傳呼機 / 流動電話號碼
Hong Kong Identity Card Number 香港身份證號碼	Date of Birth 出生日期 (YY/MM/DD) (年/月/日) / /	

Language(s) Used 可操作語言	Your own Assessment 語文能力	
	Written 書寫	Spoken 言談
First Language 第一語言		
Other Language(s) 其他語言		

IB. FOR NON-PERMANENT HONG KONG RESIDENT 供非香港永久性居民填寫

a. If you are currently in Hong Kong, what kind of visa have you obtained from the HKSAR Government?
 如端如已在香港，所獲香港特區政府簽發之證件為：

Employment Visa 工作簽證 Dependant Visa 家屬簽證 Others 其他 _____

Passport Number 護照號碼 _____ Issuing Country 簽發國家 _____

Visa Reference 簽證編號 _____ Visa Expiry Date 簽證到期日 _____

b. I am eligible to take up part-time employment according to the legal requirement in HK.
 本人根據法例規定已獲准在港從事兼職的僱傭工作：

Yes 是 No 不是

c. (Applicable for holder of employment visa 持有工作簽證者，請填寫下項):
 I have obtained the consent of my full-time employer to take up part-time employment.
 本人已取得全職雇主的同意從事兼職工作：

Yes 是 No 不是

II. EDUCATION AND ACADEMIC QUALIFICATIONS 學歷

(the latest attainment first 先列最近學歷)

For Office Use

Date 日期 (M/Y) (月/年)		Name of Institute / University 院校名稱	Major 主修	Minor 副修	F.T./P.T. 全/兼讀	Abbreviation e.g. BA, PhD	Qualifications Obtained (Pls. indicate the abbreviation before description) 所得資格 / 文憑 / 學位	Date of Award (M/Y) 頒授日期 (月/年)	Copy Verified 已核對副本
From 由	To 至								

III. PROFESSIONAL QUALIFICATIONS 專業資格

Membership obtained from professional association or public examination 由專業學會或公開考試獲得之會員資格 (the latest attainment first 先列最近者)

For Office Use

Name of Association / Professional Institution 學會 / 專業機構名稱	Title Abb. e.g. FHKSA, MHKIE	Professional Title 專業名銜	Level Attained, if applicable 認可程度 / 資格 (如適用)	Means of Attaining X: By Examination E: By Election S: By Subscription	Date Conferred (M/Y) 頒授日期 (月/年)	Copy Verified 已核對副本

IV. WORKING EXPERIENCE OTHER THAN TEACHING 工作經驗 (教學除外)

(the latest attainment first 先列最近者)

For Office Use

Date 日期 (M/Y) (月/年)		Name of Organization / Employer 工作機構 / 僱主名稱	Position Held 職位	F.T./P.T. 全/兼職	Nature of Work / Duties 工作性質 / 職責	Copy Verified 已核對副本
From 由	To 至					

V. TEACHING EXPERIENCE 教學經驗

(the latest attainment first 先列最近者)

For Office Use

Date 日期 (M/Y) (月/年)		Name of Institute / University 院校名稱	Rank / Title 職銜	F.T./P.T. 全/兼職	Subject & Level Taught 任教科目及程度	Copy Verified 已核對副本
From 由	To 至					

VI. EMPLOYMENT RECORD IN THE SCHOOL 本院服務資料

Have you ever served in the School 你曾否在本院服務? Yes 有 No 否

If yes, please fill in period of service 若有, 請填寫任職年期: _____

Programmes / Subjects taught 曾任教課程 / 科目: _____

VII. RELATIONSHIP WITH THE SCHOOL 與本院的關係

Are you closely related to any staff of the School (e.g. relative, close friend, former colleague, etc.)?

你是否與任何現職於本院之僱員有緊密關係 (例如: 親屬、好朋友、前工作同事等)? Yes 有 No 否

If yes, please state their names, positions and relationships to you 若有, 請列明其姓名、職位、部門及與申請者之關係:

Name 姓名	Position 職位	Relationship 與申請者關係

VIII. REFERENCES 諮詢人資料

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:

經初步甄選後, 本院將須向熟悉你的學歷及專業經驗之人士(最好為你以往的老師或上司)作出諮詢, 請提供兩名諮詢人的資料:

Name 姓名	Organization 機構/ Position 職位	E-mail 電郵地址/ Telephone 電話	Address 地址

In the event of an offer of appointment, the School will approach your employer to confirm details of your present/last employment. Please provide details of your *present/last employer below:

如本院準備錄用你, 將須諮詢你*現任/最近的僱主, 請提供有關資料:

Name 姓名	Organization 機構/ Position 職位	E-mail 電郵地址/ Telephone 電話	Address 地址

Note: You will be duly advised before your present/last employer is approached.

本院在諮詢你現任/最近的僱主前, 將事先通知你。

IX. DAY(S) AND TIME AVAILABLE 可任教日及時間

(Please put a "✓" in the appropriate box(es) 請在適用格內填上"✓")

Time / Day 時間 / 日	Mon 星期一	Tue 星期二	Wed 星期三	Thu 星期四	Fri 星期五	Sat 星期六	Sun/Public Holiday 星期日 / 公眾假期
1:00 pm or before							
1:00 pm – 6:00 pm							
6:00 pm or after							
7:00 pm or after							

X. PREFERENCE FOR TEACHING LOCATION 選擇教學地點

Please use “1” – “5” to indicate your priority with “1” being the highest priority 請在下列方格以“1”-“5”列明優次，以“1”為首選
Programs offered by the College of International Education are delivered in teaching locations marked “*” only
國際學院所舉辦之課程只於註有“*”之教學地點進行

H.K. 港島區	Kowloon 九龍區			N.T. 新界區
Wanchai 灣仔	*Kowloon Tong 九龍塘	Jordan/TST 佐敦/尖沙咀	Kwun Tong 觀塘	*Shatin (Shek Mun) 沙田〔石門〕

XI. DECLARATION 聲明

I declare that the information given above is correct and complete to the best of my knowledge and belief, and I understand that any wilful mis-statement will render myself liable to immediate dismissal, if engaged.

本人特此聲明上述資料正確無訛，並明白任何故意之虛報聲明將會導致本人被即時解僱。

I understand that my application together with all materials I provided will be destroyed upon completion of the recruitment exercise, or transferred to record purpose when being appointed.

本人明白此申請表格及所附文件將於招聘工作完畢後予以銷毀，或於獲取錄後轉為檔案紀錄用途。

I *agree / disagree to have this application with my personal data for consideration of similar positions in the School of Continuing Education, Hong Kong Baptist University.

本人 *同意 / 不同意 香港浸會大學持續教育學院將此申請表格及本人的有關資料作考慮其他類似職位空缺招聘之用。

(*Please delete where inappropriate; 請刪除不適用項目)

Signature 簽署

Date 日期

For Office Use :

Interviewed on : _____

Replied on : _____

Notification to : _____

Staff No. : _____

Data Entered by & Date : _____

Checked by & Date : _____

December 2017