



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)

Personal Information Collection Statement (PICS) for Recruitment

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

1. The personal data submitted by job applicants will be used by the School to assess an applicant's suitability for assuming a position he/she applies for, and to determine the remuneration and benefits package, if applicable. It may be provided to departments/offices, and/or any internal/external assessors, where applicable, authorised to process the information for purposes relating to the appointment, or for carrying out audit procedures that may be required from time to time.
2. Completion of all items on the form(s) is obligatory for selection purposes. Failure to provide the required data may affect the processing and outcome of the application. Applicants are also requested to attach copies of certificates, transcripts and other relevant documents to support information provided.
3. All the unsuccessful applications will be disposed of not later than 6 months after completion of the relevant recruitment exercise(s). When similar vacancies in the School arise during the period, applications may be transferred to another recruiting unit for consideration of employment. For successful applications, information will be transferred to staff record and further used by the School for employment or residual employment related purpose as appropriate.
4. Under the Personal Data (Privacy) Ordinance, an applicant has a right to request access to, and/or correction of his/her personal data in relation to his/her application. For such request, please complete the "Data Access Request Form" from the Office of the Privacy Commissioner website, and forward it to the Human Resources Section, School of Continuing Education, Hong Kong Baptist University, Kowloon Tong, Hong Kong and quote the Ref. Number. The School will charge a reasonable fee for the costs related to the data access request according to the Privacy Policy Statement < <http://www.hkbu.edu.hk/eng/about/privacy.jsp>>.

Notes:

1. All information provided will be treated in **strictest confidence**.
2. Please 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.
3. Please return the completed form by mail to the **Human Resources Section, School of Continuing Education, Hong Kong Baptist University, Kowloon Tong, Hong Kong** or by email to **sce_hr@hkbu.edu.hk**.
4. Applicants not invited for interview after 3 months from the closing date may consider their applications unsuccessful.

個人資料收集聲明(招聘用途)

填寫此職位申請表格前請小心閱讀下列各點：

1. 申請者提供的個人資料，將會用作評核申請者是否適合擔任所申請的職位，及釐定薪酬與福利。資料會轉交至學系/部門，及/或按需要交給內部/外部評核員等合資格使用人士，作為處理與招聘有關、或進行不定期審計程序的用途。
2. 為方便遴選，請填寫表格的所有部分。未能提供所需的資料或會影響處理過程及申請結果。申請人請附證書、成績單或其它有關文件副本。
3. 未獲取錄申請人的資料，將於招聘程序完成後 6 個月內全部銷毀。期間學院如有其他類似空缺，申請資料或會轉交至另一招聘單位考慮。成功獲取錄申請人的資料，會被轉移至僱員檔案，並將應用於處理有關在職期間之僱傭事宜或處理僱員離職後的任何與僱傭有關的事宜(如適用)。
4. 按照個人資料(私隱)條例，申請人有權查閱及/或更正申請文件內的個人資料。如有需要，請使用個人資料私隱專員公署網頁上的「查閱資料要求表格」，註明申請職位編號，並交回香港九龍塘香港浸會大學持續教育學院人力資源組。學院會根據私隱政策聲明 < <http://www.hkbu.edu.hk/eng/about/privacy.jsp>> 就申請人查閱資料的要求收取合理的費用以支付有關要求所產生的費用。

注意：

1. 所有資料將**絕對保密**。
2. 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。
3. 請將填妥之表格寄回**香港九龍塘香港浸會大學持續教育學院人力資源組**或電郵至 **sce_hr@hkbu.edu.hk**。
4. 如截止申請日期後 3 個月內未獲面試通知則作落選論。

Ref.No. 職位編號	Post Applied for 申請職位	Programme Name 課程名稱	Course Applied for ^(See Note2) 申請科目
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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?
 台端如已在香港，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.
 本人已取得全職僱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 : _____

June 2019