



**Personal Information Collection Statement (PICS) for Recruitment**

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

1. The personal data collected in this form will be used by the School to assess your suitability for assuming the position you are applying for, and to determine the remuneration and benefits package.
2. Completion of all items on this form is obligatory for selection purposes. Failure to provide these data may affect the processing and outcome of your application. This form should be typed or written in block letters. Please use separate sheets for details or explanations if necessary.
3. Applicants are requested to attach **photocopies** of certificates, transcripts and other relevant documents to support information on this form. These copies are not returnable and will be verified in due course.
4. It is our policy to retain the personal data of unsuccessful applicants for future reference purpose for a period of not more than 12 months. Thereafter, your application together with all materials you provide will be disposed of.

Notes:

1. Personal data provided by job applicants will be used for recruitment purposes only.
2. You are advised to make a copy of the completed application for your own reference.
3. Please return the completed form to:

The Human Resources Office  
 Hong Kong Baptist University Affiliated School  
 Wong Kam Fai Secondary and Primary School  
 6 On Muk Lane, Shek Mun, Shatin, N.T.

4. Should you require acknowledgement of your application, please enclose a self-addressed and stamped envelope (size should at least be 4" x 9") together with your application materials.

*(please tear off)*

**HONG KONG BAPTIST UNIVERSITY AFFILIATED SCHOOL  
 Wong Kam Fai Secondary and Primary School**

Dear Applicant,

We thank you for your interest in applying to our School. Your application for appointment is now receiving attention. Should it be shortlisted for further consideration, we would contact you in due course. The processing time may vary among positions and as a general rule (unless otherwise specified in the advertisement), you may assume your application unsuccessful if you do not hear from us within 10 weeks from the date of this acknowledgment.

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Acknowledgment of your application will be sent to you by confidential mail, please complete the following items:

Name \_\_\_\_\_

App. Ref.: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Hong Kong Baptist University Affiliated School  
Wong Kam Fai Secondary and Primary School  
(Academic Posts)**

Office Use Only

App. Ref.: \_\_\_\_\_

Date Rec'd: \_\_\_\_\_

Post Applied for: \_\_\_\_\_

Date Available: \_\_\_\_\_

**I (a) PERSONAL PARTICULARS**

Surname		Given Name		<b>Recent Photo</b>
Title <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss		Name in Chinese		
Correspondence Address				
Off. Tel.	Res. Tel.		Mobile	
E-mail			Fax No.	
Nationality	*Hong Kong Identity Card/Passport Number		Date of Birth	

Language(s) Used	Your own assessment (Proficient/Good/Fair/Poor)		
	Reading	Writing	Speaking
First Language			
Other Language(s)			

**I (b) FOR OVERSEAS APPLICANTS ONLY**

a. Do you have a valid working visa issued by the Immigration Department of the HKSAR Government ?  
 Yes      Working Visa No. \_\_\_\_\_       No

b. Visa Issued Date : \_\_\_\_\_

c. Visa Expiry Date : \_\_\_\_\_

## II. EDUCATION AND ACADEMIC QUALIFICATIONS

Dates (MM/YY) (Please state if Part-time)		Full Name & Location of Schools & Tertiary Institutions Attended/Attending	Field of Study	Abbreviation e.g. BA, PhD	Qualifications Obtained (Pls. indicate the abbreviation before description)	Date of Award (MM/YY)	For Office Use
From	To						Copy Verified

## III. PROFESSIONAL QUALIFICATIONS

Membership obtained from professional association or public examination

<b>Means of Attaining</b> <b>X:</b> By Examination <b>E:</b> By Election <b>S:</b> By Subscription
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Name of Association/ Professional Institution	Title Abb. e.g. FHKSA, MHKIE	Professional Title	Level Attained	↓	Date Conferred (MM/YY)	For Office Use
						Copy Verified

## IV. MAJOR CURRICULUM DEVELOPMENT/PROJECT/RESEARCH WORK/PUBLICATIONS

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## V. ADDITIONAL INFORMATION

(For example, other relevant community services, voluntary work for professional teacher/principal associations, QEF work, social/cultural activities, computer knowledge, special skills, etc)

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## VI. WORK EXPERIENCE

Please indicate if it is a part-time position

Dates (M/Y)		Name of Organization/Employer	Position Held	Nature of Work/Duties
From	To			

## VII. DETAILS OF PRESENT/LAST EMPLOYMENT

*Present/Last Basic Monthly Salary :	
<b>Other Benefits :</b> <input type="checkbox"/> Provident Fund <input type="checkbox"/> MPF <input type="checkbox"/> Housing <input type="checkbox"/> Gratuity <input type="checkbox"/> Medical <input type="checkbox"/> Bonus _____% of salary <input type="checkbox"/> Others _____	
Next incremental month :	Notice period required for resignation :
Are you a Registered Teacher ? <input type="checkbox"/> Yes   RT No.: _____	<input type="checkbox"/> No
Are you a Permitted Teacher ? <input type="checkbox"/> Yes   PT No.: _____	<input type="checkbox"/> No
Please provide the details of cancellation/refusal of teacher registration, if any : _____ _____	
Do you have a valid Sexual Conviction Record Check (SCRC) checking code ? <input type="checkbox"/> Yes <input type="checkbox"/> No	

\* Please delete as inappropriate

## REFERENCES

- a. 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:

Name	_____	Position	_____
Organization	_____	Telephone	_____
E-mail	_____	Fax	_____
Address	_____		

Name	_____	Position	_____
Organization	_____	Telephone	_____
E-mail	_____	Fax	_____
Address	_____		

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

Name	_____	Position	_____
Organization	_____	Telephone	_____
E-mail	_____	Fax	_____
Address	_____		

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

## VIII. PREVIOUS CONVICTION RECORDS

Have you ever been convicted in Hong Kong or elsewhere?  Yes  No

If any, please provide the details : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## IX. DECLARATION

I declare that the information given above is correct and complete to the best of my knowledge, and I understand that any willful misstatement will render myself liable to immediate dismissal, if engaged. I hereby give my consent to Hong Kong Baptist University Affiliated School Wong Kam Fai Secondary and Primary School to contact my personal referees as provided in Section VIII above to comment on my suitability for the post applied for.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\* Please delete as inappropriate

Please attach a one-page description of your personal philosophy of teaching/education and a copy of your curriculum vitae to this application form.