



**Hong Kong Baptist University Affiliated School  
Wong Kam Fai Secondary and Primary School  
(Administrative Posts 行政職位)**

**Office Use Only**

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

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

**Post Applied for**

申請職位

**Date Available**

可以履職日期

**I. PERSONAL PARTICULARS 個人資料**

<b>Name in English</b> 英文姓名		<b>Other Name</b> 別名		<b>Recent Photo</b>
<b>Titles</b> 稱謂 (教授/博士/先生/太太/女士/小姐) <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss		<b>Name in Chinese</b> 中文姓名		
<b>Correspondence Address</b> 通訊地址				
<b>Off. Tel.</b> 辦事處電話	<b>Res. Tel.</b> 住宅電話	<b>Mobile</b> 手提電話		
<b>E-mail</b> 電郵		<b>Fax No.</b> 傳真號碼		
<b>Nationality</b> 國籍	<b>*Hong Kong Identity Card/Passport Number</b> 香港身份證/護照號碼		<b>Date of Birth</b> 出生日期	
<b>Languages &amp; Dialects</b> 語言及方言	<b>Written</b> 書寫		<b>Spoken</b> 言談	

Notes:

1. This form should be completed clearly and returned 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. together with cover letter, resume and photocopies of your credentials. 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.  
請填妥職位申請表格，連同信件、履歷表及證件副本寄回新界沙田石門安睦里6號人力資源部收。本表格及所有證件副本將不予以退還，申請者須於日後呈交正本予以參照。如本表格不敷應用，請另加紙。
2. Please ensure that all parts in the form are completed and the information is true and accurate. Incomplete application form would not be processed.  
此申請表格內之各項資料須如實及準確填報，否則不予以辦理。
3. You are advised to make a photocopy of the completed application for your own reference.  
請將填妥之申請表格影印一份以供個人參考。

\* Please delete as inappropriate 請將不適用者刪去

**II. EDUCATION AND ACADEMIC QUALIFICATIONS 學歷**For  
Office Use

Dates (dd/mm/yy) (Please state if part-time) 日期(日/月/年)		Schools, Colleges, Universities, etc. Attended 曾就讀之學校、學院及大學	Classes Attended 就讀班級	Cert./Dip./Degree 證書/文憑/學位	Abbreviation e.g. BA, MA	Date Awarded 頒授日期	Copy Verified 已核對副本
From 由	To 至						

		Grade 等級			
Results of HKCEE/DSE 香港中學會考/文憑成績	1. _____	( )	5. _____	( )	
	2. _____	( )	6. _____	( )	
	3. _____	( )	7. _____	( )	
	4. _____	( )	8. _____	( )	

		Grade 等級			
Results of Hong Kong *Advanced/Higher Level Examination 香港*高級/高等程度 考試成績	1. _____	( )	5. _____	( )	
	2. _____	( )	6. _____	( )	
	3. _____	( )	7. _____	( )	
	4. _____	( )	8. _____	( )	

**III. VOCATIONAL / PRACTICAL TRAINING 職業/專門技能訓練**

(apprenticeship or technical training 學徒或工業訓練)

Dates (dd/mm/yy) 日期(日/月/年)		Nature of Training 訓練性質	Name & Address of Organization 受訓機構名稱及地址
From 由	To 至		

**IV. 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

For  
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Association/Professional Institution 學會/專業機構	Professional Title 專業名銜	Title Abb. e.g. ACCA, HKICPA, MIHRM	Means of Attaining X: By Examination E: By Election S: By Subscription	Date Conferred 頒授日期	Copy Verified 已核對副本

**V. SPECIAL SKILLS 特別才能**

Typing 打字: \_\_\_\_\_ words per minute 每分鐘字數      Shorthand 速記: \_\_\_\_\_ words per minute 每分鐘字數

Others 其他: (e.g. Computer knowledge, Chinese wordprocessing, Speaks Putonghua, Special Skills, etc. 如電腦知識, 中文文字處理, 能說普通話、特別技能等)

## VI. WORK EXPERIENCE 工作經驗

(The latest experience first & indicate if it is a part-time position 先列最近者並註明是否兼職職位)

Dates (dd/mm/yy) 日期 (日月年)		Organization/Employer 服務機構/僱主	Position Held 職位	Nature of Work/Duties 工作性質/職責
From 由	To 至			

\*Present/Last basic monthly salary :  
現時基本薪酬 (如現在未有任職請說明最近之薪酬)

Other Benefits:     Provident Fund     MPF     Housing     Gratuity     Medical  
其他福利                  公積金                  強積金                  房屋津貼                  約滿酬金                  醫療

Bonus 花紅 \_\_\_\_\_ % of salary     Others 其他 \_\_\_\_\_

Next incremental month 下次增薪月份 (如有):  
Notice period required for resignation 離職通知期:

Do you have a valid Sexual Conviction Record Check (SCRC) checking code ?     Yes     No  
是否持有有效性罪行定罪紀錄查核之查詢密碼?                  是                  否

## VII. ADDITIONAL INFORMATION 其他資料

## VIII. REFERENCES 諮詢

- A. Name and address of your present employer (if presently self-employed or unemployed, give those of your last employer):  
現職僱主名稱及地址(如現時是自僱或未有任職則請填最近之僱主)：

**Hong Kong Baptist University Affiliated School Wong Kam Fai Secondary and Primary School** would not approach your present employer initially without your permission. However, reference **WILL BE SOUGHT** once it has been decided that, subject to this reference, the appointment will be offered to you. Please state whether or not we may seek this reference **NOW**: \*Yes/No  
香港浸會大學附屬學校王錦輝中小學未經 台端同意前不會向現任僱主作任何諮詢，但一經決定聘請便需諮詢才獲錄用。請說明在現階段可否諮詢 台端之僱主： \*可/否

- B. Names and addresses of two referees (preferably your former supervisor/teacher) who can comment on your academic/professional suitability for the post.

請開列兩位人士(盡可能是 台端以前的主管或教師)以便學校就 台端之學歷/專業經驗向其作出諮詢。

(1) Name 姓名 \_\_\_\_\_ Position 職位 \_\_\_\_\_  
Organization 機構 \_\_\_\_\_  
Address 地址 \_\_\_\_\_  
Tel. 電話 \_\_\_\_\_

(2) Name 姓名 \_\_\_\_\_ Position 職位 \_\_\_\_\_  
Organization 機構 \_\_\_\_\_  
Address 地址 \_\_\_\_\_  
Tel. 電話 \_\_\_\_\_

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. I hereby give my consent to Hong Kong Baptist University Affiliated School Wong Kam Fai Secondary and Primary School to contact the above two referees to comment on my academic/professional suitability in respect of my application.

I understand that my application together with all materials I provided will be destroyed after the recruitment exercise when no longer required.

本人茲特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。本人同意香港浸會大學附屬學校王錦輝中小學向上述兩位人士諮詢有關本人之學歷/專業經驗作為此次申請之參考。

本人明白此申請表格及所附文件將隨招聘工作完畢後予以銷毀。

Signature 簽名 \_\_\_\_\_

Date 日期 \_\_\_\_\_