

Notes for Completing the Application Form
for Employment as Native-speaking English Teacher in Secondary School
in 2010/11 school year

- (1) Please complete every item in block letters and in black ink. **If you apply for the native-speaking English teacher position in both primary and secondary schools, the native-speaking English Teacher in an Advisory Teaching Team for primary schools or Regional Native-speaking English Teacher Coordinator, you should complete separate application form for each position.**
- (2) Please ensure that all information you supply in this form is accurate and complete. **Do not just attach a pre-typed CV which may not contain all the information we require.** If there is insufficient space, please give details on a separate sheet to be attached to this application.
- (3) **Your provision of all the personal data requested in this form is obligatory, except those items clearly marked as optional. You should particularly note that the Education Bureau may require you to provide specific details to support your application. Your application will not be considered if you fail to provide all information as requested or it is not clear from your statements that you have the minimum qualifications, training, experience or other requirements specified for the job.**
- (4) **Copies of your CV, degree diplomas/ certificates, transcripts of studies, teacher registration certificate and statements/ certificates of service regarding your teaching experience should be attached to the application.** Your application will not be considered if you fail to provide all information as requested or it is not clear from your statements that you have the minimum qualifications, training, experience or other requirements specified for the job.
- (5) **An active email address must be provided.** It will be used for future communication regarding the interview date/venue, results of your application and job offer, etc.
- (6) **The duration of the teaching practice within the teacher training course should be clearly stated in the transcript or relevant official document to be submitted with this application.** Such information is essential for determining the status of the teacher training qualification. Teaching practice refers to any tutorial sessions, primary or secondary school attachments, supported teaching practicum or block teaching experience within the course.
- (7) **Statement(s) / Certificate(s) of service with proper letterhead, contact address and phone/fax numbers** from school principals/managers or local government authority to certify your teaching experience **should** contain the following information:
 - (i) your full name (as shown in your birth certificate/ marriage certificate/ passport);
 - (ii) length of employment, with exact dates; (i.e. from dd/mm/yy to dd/mm/yy);
 - (iii) nature of employment (i.e. full-time or part-time);
 - (iv) for part-time employment, fraction of full-time experience is needed (e.g. 0.3 full time equivalent);
 - (v) subject(s) taught; and
 - (vi) age and levels/grades of students taught.
- (8) You are required to produce documentary evidence that you have/have not been found guilty of criminal offence (e.g. Certificate of No Criminal Conviction (CNCC) from the countries/cities where you have resided.
- (9) If you have previously been convicted in Hong Kong or elsewhere of a criminal offence whether punishable with imprisonment or not, the full circumstances of such matter must be disclosed. If there is no such record, please write "NIL".
- (10) If you have previously been refused registration as a teacher (or principal), or have had your registration as a teacher (or principal) cancelled, the full circumstances of such matter must be disclosed. If there is no such record, please write "NIL".
- (11) It is planned to conduct selection interviews in the 7 cities listed in section (G)(1). **Please ensure that you have chosen an interview venue by ticking ONE of the boxes.** If you do not show any preference or if it is eventually decided to cancel the interview venue you have chosen, we will place you at a venue nearest to your correspondence address. Shortlisted candidates who are invited for an interview will be informed by email.
- (12) Please return the completed form and copies of the supporting documents **by mail or by fax** to the following address:

NET Administration Team,
Education Bureau,
Room 1321, 13/F, Wu Chung House,
213 Queen's Road East, Wanchai, Hong Kong.
Fax: (852) 2123 1239
Tel: (852) 2892 6498

DO NOT SEND APPLICATION BY ELECTRONIC MAIL.

- (13) The personal data provided in this form will be used for recruitment and the following purposes:
- (a) teacher registration;
 - (b) provision of education services;
 - (c) conduct of research and compilation of statistics to facilitate planning of education services;
 - (d) processing of matters relating to the development of the education profession;
 - (e) administration and enforcement of the Education Ordinance and Regulations (Cap. 279).
- It may be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment e.g. qualification assessment, medical examination, employer reference and integrity checking, etc. as may be necessary. Information on unsuccessful candidates will normally be destroyed 12 months after notification of the application result.
- (14) You are advised to make a photocopy of the completed application for your own reference.
- (15) You are required to notify the NET Administration Team if there are any subsequent changes to the information provided, including the permanent resident status of the Hong Kong Special Administrative Region, after submission of the application form.
- (16) For correction of or access to personal data after submission of the application form or enquiries on recruitment matters, please contact the NET Administration Team at the above address..

Candidate No. **S-**
 (for official use only)

Application for Employment as Native-speaking English Teacher in Secondary Schools in 2010/2011 school year

* Please delete as appropriate

(A) Personal Particulars

Name: * Mr/Mrs/Ms _____
First name Family name

Date of birth ____/____/____ Place of birth _____ Nationality _____
D / M / Y

*Passport/Hong Kong Identity Card Number _____

Residential Address _____

_____ Postcode _____

_____ (Country) _____

Correspondence Address (if different from the address given above, do not use PO BOX)

_____ Postcode _____

_____ (Country) _____

E-mail Address [See Note (4)] _____ or _____

Daytime contact Telephone/Mobile Phone Number _____ -- _____ -- _____
Country code Area code Phone number

Residential Telephone Number _____ -- _____ -- _____
Country code Area code Phone number

Fax Number _____ -- _____ -- _____
Country code Area Code Fax number

for
official use
only

(B) Academic attainment (in chronological order)

(Please attach copies of transcripts and diploma)

Colleges, universities, etc. attended	Qualifications (e.g. BA , MEd)	Major Subjects	Full or Part time	on campus / Distance learning	Date (month / year)	
					From	To
					/	/
					/	/
					/	/
					/	/
					/	/

(C) Teacher training qualifications (in chronological order)*(Please attach copies of transcripts and diplomas) [See Note (5)]*

Qualifications (e.g. Dip Teach, BEd, PGDE)	Full name of issuing authority	No. of weeks of teaching practice	Full or Part time	On campus/ Distance learning	Date (month / year)	
					From	To
					/	/
					/	/

(D) Teaching English as a Second/Foreign Language (TESL/TEFL) qualification(s) (in chronological order)*(Please attach copies of transcripts and diplomas) [See Note (5)]*

Qualifications (e.g. Cert/Dip/Master TESL/TEFL)	Full name of issuing authority	No. of weeks of teaching practice	Full or Part time	On campus/ Distance learning	Date (month / year)	
					From	To
					/	/
					/	/

(E) Post-qualification experience teaching English/ESL/EFL(in chronological order)***Please include ONLY continuous employment of more than 3 months****(Please attach statements/certificates of service of your teaching experience) [See Note (6)]*

Name of institution	Age/Levels taught	Subjects taught	Date (day/month/year)		Full or Part time
			From	To	
			/ /	/ /	
			/ /	/ /	
			/ /	/ /	
			/ /	/ /	
			/ /	/ /	
			/ /	/ /	
			/ /	/ /	
			/ /	/ /	
			/ /	/ /	

Total number of years of full-time equivalent teaching experience _____

(F) Skills**(a) Language**

First language	Second language	Others

(b) Others (extra-curricular activities, IT, etc.) _____

(G) Other Information

1. Choice of Interview Venue [Refer to Note (8)] (“√” **only ONE box**)

- Sydney (Australia) Toronto (Canada) Vancouver (Canada)
 Hong Kong Auckland (New Zealand)

2. Do you hold a valid teacher registration certificate?

Yes (Please fill in the boxes below)

(Please attach copy of the certificate)

Issuing Authority	State/Country you are permitted to teach	Issue Date (Month/Year)	Expiry Date (Month/Year)

No (Please answer the following question)

Have you ever previously been refused registration as a teacher, or ever been refused permission to teach, or having been so registered or given permission and yet had the registration or permission cancelled in Hong Kong or elsewhere? **(If any situation applies, please give details. If not, please write “NIL”).**(See Note 9)

3. Do you have any criminal records whether or not in Hong Kong? **(If there is no such records, please write “NIL”).**

4. Have you also applied for the native-speaking English teacher position in primary schools for the 2010/11 school year? Yes No

5. Where did you learn about the Native-speaking English Teacher Schemes? **(You could tick “√” more than ONE box)**

- Education Bureau website South China Morning Post (HK) The Standard (HK)
 www.education-jobs.co.uk (HK) www.reed.co.uk (UK) www.monster.co.uk
 www.monster.com (US) www.GoAbroad.com (US) New York Times.com
 Toronto Star (Canada) Vancouver Sun (Canada) Globe & Mail (Canada)
 ESL Café Online (Canada) Others (please specify) _____

(H) Referee contact details (referees should be at the principal, deputy principal, faculty coordinator level)

(Please provide reference letters if available)

Name	Position and workplace	Email Address	Phone and fax numbers
1.			
2.			
3.			

(I) Optional

1. Are you a candidate with a disability? Yes No

2. If yes, please indicate nature and degree of disability.

3. Please specify whether you need special arrangement for attending an interview.

(Note: Candidates with a disability are considered on equal terms with other applicants. Candidates may be required to produce medical proof of their disability.)

(J) Declaration

- (a) I understand that if I wilfully give any false information or withhold any material information in this application form, or fail to notify the Education Bureau any subsequent change of information provided, it will render me liable to disqualification for employment by a school in Hong Kong or dismissal, if already appointed in a school in Hong Kong.
- (b) I consent to the Education Bureau making any necessary enquiries for purposes relating to recruitment by and employment with a school in Hong Kong and for the verification of the information given above. I authorize all government departments and other organizations or agencies to release any record or information as may be required for these enquiries (including, inter alia, obtaining a reference from my current and/or previous employer(s) before offer of appointment; obtaining my medical examination reports, medical board reports or medical records from relevant authorities/agencies/medical personnel and transferring of such data to other authorities/agencies/medical personnel; and making enquiries from relevant institutions/agencies regarding my academic/professional qualifications and obtaining relevant records and transferring of such data to other authorities/agencies for qualifications assessment).
- (c) I understand and accept that the information given above will be provided to government departments and other organizations or agencies to process the information for purposes relating to appointment as the Native-speaking English Teacher, e.g. qualifications assessment, employer reference and integrity checking, etc. as may be necessary.

Signature of Applicant _____

Date _____