

教育條例 EDUCATION ORDINANCE
(第 279 章) (Chapter 279)

要求准許僱用非檢定教員申請書
APPLICATION FOR PERMISSION TO EMPLOY AN UNREGISTERED TEACHER

第 I 部
PART I

(學校如欲僱用准用教員，此部分須由校監填寫；如屬擬用以營辦的學校，則此部分須由該校申請註冊人填寫。)
(To be completed by the **supervisor** of the school who wishes to employ a person as a permitted teacher or in the case of a proposed school by the applicant for school registration.)

1. 本人為 _____ (學校名稱) 校監，現申請僱用下列人士 (詳情列於第 II 部) 為本校准用教員：

在此貼上
擬受僱教員
正面半身近照

I, Supervisor of _____ (Name of School), request for permission to employ the following person (particulars in Part II) to be a permitted teacher of the school:

Recent full-face
photograph of proposed
teacher to be affixed here

姓名 (* 先生/女士/夫人/小姐) Name (* Mr/Ms/Mrs/Miss)

(中文) (in Chinese) _____

(英文) (in English) _____

(與擬受僱教員之香港身份證上的姓名相同) (The name should be identical with that on proposed teacher's HKID Card)

2. 該人士之擬教科目及級別：

Details of proposed subject(s) and level(s) to be taught by such person:

擬教科目 Proposed Subject(s)	擬教級別 Proposed Level(s)

3. 該人士將被僱用為本校之*全職/兼職教員，職位為 _____ (例如學位教師、文憑教師)。
Such person is to be employed as a * full-time/part-time teacher of the school, taking up the post of _____ (e.g. GM or CM).

4. 以上申請是基於本人認為目前沒有合適的檢定教員可供本校僱用為教員。
The above application is made because in my opinion, there is at present no suitable registered teacher available for employment as a teacher in the school.

5. 就本人所知及所信，本表格第 II 部所列有關該人士的詳情均屬真實及詳盡。
The particulars relating to such person as set out in Part II of this form are true and complete to the best of my knowledge and belief.

(學校名稱) (Name of School)

(校監或學校申請註冊人的姓名及簽署)
(Name and Signature of School Supervisor or Applicant for School Registration)

(學校地址) (School Address)

(簽署) (Signature)

(學校電話)

(School Telephone No.)

(姓名) (Name)

(日期) (Date)

第 II 部
PART II

(此部分須由擬受僱為准用教員者填寫)
(To be completed by the proposed permitted teacher)

1. 現將有關本人的詳情開列如下：

I forward the following particulars of myself:

(a) 姓名 (* 先生/女士/夫人/小姐) Name (* Mr/Ms/Mrs/Miss)

(中文) (in Chinese) _____

(英文) (in English) _____

(與擬受僱教員之香港身份證上的姓名相同) (The name should be identical with that on proposed teacher's HKID Card)

(b) 婚前姓名 [如適用] Maiden Name [if applicable] _____

(c) 住址 Residential Address _____

(d) 電話號碼 Telephone Number _____

(e) 香港身份證號碼

Hong Kong Identity Card Number _____

(f) 出生日期

Date of Birth

/ /

日 Day 月 Month 年 Year

(g) 學歷資格 Educational Qualifications

公開試成績 Public Examination Results	年份 Year	科目 Subject	成績 Grade	年份 Year	科目 Subject	成績 Grade
* 香港中學會考 HKCEE / GCE "O" Level / GCSE						
* 香港高級程度會考 HKALE / GCE "A" Level						
其他學歷資格 (例如學位、文憑或證書) Other Qualification(s) (e.g. Degree, Diploma or Certificate)	頒授機構名稱 Name of Awarding Institute			年份 Year	主修科目 Major Subject(s)	

(h) 教學經驗 Teaching Experience

學校 School	由 (日/月/年) From (Day/Month/Year)	至 (日/月/年) To (Day/Month/Year)	任教級別及科目 Level(s) and Subject(s) Taught
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	

(i) 你是否曾在香港或其他地方被裁定已干犯刑事罪行，或曾遭拒絕註冊為校董或教員，或曾遭拒絕獲准許教學，或曾獲如此註冊或准許而後註冊或准許被取消？(如任何情形適用，請提供詳情；如沒有此類紀錄，請填寫「無」及簽署)
Have you previously been convicted of a criminal offence in Hong Kong or elsewhere, or ever been refused to be registered as school manager or teacher, or ever been refused permission to teach, or having been so registered or given permission and yet had the registration or permission cancelled? (If any situation applies, please give details. If there is no such record, please write "Nil" and sign)

2. 關於本人的品格，請向以下人士查詢，彼等對於本表格內所述各點^{*}均已知悉／並未知悉（兩名諮詢人均須為成年人，並且與教員沒有親屬關係）：

The following persons who ^{*}are/are not aware of the statements made on this form may be referred to as regards my character (The two referees have to be adults who are not relatives of the teacher):

(a) 姓名（^{*}先生／女士／夫人／小姐）Name (^{*}Mr/Ms/Mrs/Miss) _____

地址 Address _____

職業 Occupation _____

(b) 姓名（^{*}先生／女士／夫人／小姐）Name (^{*}Mr/Ms/Mrs/Miss) _____

地址 Address _____

職業 Occupation _____

3. [#]茲附上 [#]I attach to this application the following:

本人的香港身份證副本（如你尚未持有香港永久性居民身份證，須同時提交由香港入境事務處簽發的有效工作簽證副本）

Copy of my Hong Kong Identity Card (If you do not possess a Hong Kong Permanent Identity Card, copy of valid employment visa issued by the Hong Kong Immigration Department has to be submitted as well)

本人的學業證書（如大學學位文憑）及公開考試成績證書（如香港中學會考及香港高級程度會考等）的副本（如你持有非本港學歷，須同時提交由香港學術及職業資歷評審局發出的學歷評估報告副本或其他有關學歷評估的文件副本）

Copies of my academic certificate(s) (e.g. university degree diploma) and public examination certificates (e.g. HKCEE & HKALE, etc.) (If you are holding non-local qualifications, copy of qualifications assessment report issued by Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) or other relevant qualifications assessment document(s) has/have to be submitted as well)

更改姓名的正式文件（如改名契或結婚證書）的副本（如你在香港身份證上的姓名與學業或公開考試成績證書上的不同）

Copy of official document (e.g. deed poll or marriage certificate) certifying that my name has been changed (If your name on the Hong Kong Identity Card is different from that in the academic or public examination certificate(s))

其他有關文件

Other relevant document(s) _____

4. 本人知悉如上述申請獲批准，則所發給的准用教員許可證只限本人在本表格第 I 部第 1 段所指明的學校任教。

I am aware that if a permit to teach is issued in respect of the above application, it will apply only to the school specified in paragraph 1 of Part I of this form.

5. 本人已閱讀及明白本申請書的申請須知 A 部有關《教育條例》第 51(1)(d)條及第 87(1)(k)條的內容。本人同意教育局為核實本申請書內的資料而進行必要的查詢。本人授權包括海外的所有政府部門及其他組織或機構可就這些查詢，透露任何有關的紀錄及資料。就本人所知及所信，本申請書一切內容均屬真實及詳盡。

I confirm that I have read and understood Section 51(1)(d) and Section 87(1)(k) of the Education Ordinance given in Part A of the Guidance Notes of this application form. I consent to the Education Bureau making any necessary enquiries for verification of the information given in this application form. I authorize all government departments and other organisations or agencies including those overseas to release any record or information as may be required for these enquiries. The contents of this application are true and complete to the best of my knowledge and belief.

（日期）(Date) _____

（簽署）(Signature) _____

（擬受僱的准用教員）
(Proposed Permitted Teacher)

* 請刪去不適用者 Delete as appropriate

[#] 請在適當的空格內加上「✓」號 Please insert a "✓" in the appropriate boxes

請單面列印此頁

Please print this page on one side only

致：校監 (關於： (教師姓名)
To: The Supervisor (Re: (Teacher's Name)
學校名稱及地址
School Name and Address _____

(請填寫學校名稱及地址)
(Please fill in the school name and address)

致：校監 (關於： (教師姓名)
To: The Supervisor (Re: (Teacher's Name)
學校名稱及地址
School Name and Address _____

(請填寫學校名稱及地址)
(Please fill in the school name and address)

致：校監 (關於： (教師姓名)
To: The Supervisor (Re: (Teacher's Name)
學校名稱及地址
School Name and Address _____

(請填寫學校名稱及地址)
(Please fill in the school name and address)

[只供部門使用] [Office use only]

致：申請人

To: The applicant

日期 Date _____

要求准許僱用非檢定教員申請書覆函
Acknowledgement of application for permission to employ an unregistered teacher

我們已收到你的申請書，現正詳加審閱。若申請過程中需要你提供更多資料，則會另函與你聯絡。

Your application has been received and is now being processed. If further information is required, another letter will be sent to you.

如有任何垂詢，請電 2520 0325 與教師註冊組聯絡。

In case of enquiry, please contact the Teacher Registration Team at 2520 0325.

教育局
教師註冊組
Teacher Registration Team
Education Bureau

教育條例 EDUCATION ORDINANCE
(第 279 章) (Chapter 279)

副本
Duplicate

要求准許僱用非檢定教員申請書
APPLICATION FOR PERMISSION TO EMPLOY AN UNREGISTERED TEACHER

第 I 部
PART I

(學校如欲僱用准用教員，此部分須由校監填寫；如屬擬用以營辦的學校，則此部分須由該校申請註冊人填寫。)
(To be completed by the **supervisor** of the school who wishes to employ a person as a permitted teacher or in the case of a proposed school by the applicant for school registration.)

1. 本人為 _____ (學校名稱) 校監，現申請僱用下列人士 (詳情列於第 II 部) 為本校准用教員：

在此貼上
擬受僱教員
正面半身近照

I, Supervisor of _____ (Name of School), request for permission to employ the following person (particulars in Part II) to be a permitted teacher of the school:

Recent full-face
photograph of proposed
teacher to be affixed here

姓名 (* 先生/女士/夫人/小姐) Name (* Mr/Ms/Mrs/Miss)

(中文) (in Chinese) _____

(英文) (in English) _____

(與擬受僱教員之香港身份證上的姓名相同) (The name should be identical with that on proposed teacher's HKID Card)

2. 該人士之擬教科目及級別：

Details of proposed subject(s) and level(s) to be taught by such person:

擬教科目 Proposed Subject(s)	擬教級別 Proposed Level(s)

3. 該人士將被僱用為本校之*全職/兼職教員，職位為 _____ (例如學位教師、文憑教師)。

Such person is to be employed as a * full-time/part-time teacher of the school, taking up the post of _____ (e.g. GM or CM).

4. 以上申請是基於本人認為目前沒有合適的檢定教員可供本校僱用為教員。

The above application is made because in my opinion, there is at present no suitable registered teacher available for employment as a teacher in the school.

5. 就本人所知及所信，本表格第 II 部所列有關該人士的詳情均屬真實及詳盡。

The particulars relating to such person as set out in Part II of this form are true and complete to the best of my knowledge and belief.

(學校名稱) (Name of School)

(校監或學校申請註冊人的姓名及簽署)
(Name and Signature of School Supervisor or Applicant for School Registration)

(學校地址) (School Address)

(簽署) (Signature)

(學校電話)

(School Telephone No.)

(姓名) (Name)

(日期) (Date)

第 II 部
PART II

(此部分須由擬受准用僱為教員者填寫)
(To be completed by the proposed permitted teacher)

1. 現將有關本人的詳情開列如下：

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(a) 姓名 (* 先生/女士/夫人/小姐) Name (* Mr/Ms/Mrs/Miss)

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(b) 婚前姓名 [如適用] Maiden Name [if applicable] _____

(c) 住址 Residential Address _____

(d) 電話號碼 Telephone Number _____

(e) 香港身份證號碼

Hong Kong Identity Card Number _____

(f) 出生日期

Date of Birth

/ /

日 Day 月 Month 年 Year

(g) 學歷資格 Educational Qualifications

公開試成績 Public Examination Results	年份 Year	科目 Subject	成績 Grade	年份 Year	科目 Subject	成績 Grade
* 香港中學會考 HKCEE / GCE "O" Level / GCSE						
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其他學歷資格 (例如學位、文憑或證書) Other Qualification(s) (e.g. Degree, Diploma or Certificate)	頒授機構名稱 Name of Awarding Institute			年份 Year	主修科目 Major Subject(s)	

(h) 教學經驗 Teaching Experience

學校 School	由 (日/月/年) From (Day/Month/Year)	至 (日/月/年) To (Day/Month/Year)	任教級別及科目 Level(s) and Subject(s) Taught
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	

(i) 你是否曾在香港或其他地方被裁定已干犯刑事罪行，或曾遭拒絕註冊為校董或教員，或曾遭拒絕獲准許教學，或曾獲如此註冊或准許而後註冊或准許被取消？(如任何情形適用，請提供詳情；如沒有此類紀錄，請填寫「無」及簽署)
Have you previously been convicted of a criminal offence in Hong Kong or elsewhere, or ever been refused to be registered as school manager or teacher, or ever been refused permission to teach, or having been so registered or given permission and yet had the registration or permission cancelled? (If any situation applies, please give details. If there is no such record, please write "Nil" and sign)

2. 關於本人的品格，請向以下人士查詢，彼等對於本表格內所述各點^{*}均已知悉／並未知悉（兩名諮詢人均須為成年人，並且與教員沒有親屬關係）：

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(a) 姓名（^{*}先生／女士／夫人／小姐）Name（^{*}Mr/Ms/Mrs/Miss）_____

地址 Address _____

職業 Occupation _____

(b) 姓名（^{*}先生／女士／夫人／小姐）Name（^{*}Mr/Ms/Mrs/Miss）_____

地址 Address _____

職業 Occupation _____

3. [#]茲附上 [#]I attach to this application the following:

本人的香港身份證副本（如你尚未持有香港永久性居民身份證，須同時提交由香港入境事務處簽發的有效工作簽證副本）

Copy of my Hong Kong Identity Card (If you do not possess a Hong Kong Permanent Identity Card, copy of valid employment visa issued by the Hong Kong Immigration Department has to be submitted as well)

本人的學業證書（如大學學位文憑）及公開考試成績證書（如香港中學會考及香港高級程度會考等）的副本（如你持有非本港學歷，須同時提交由香港學術及職業資歷評審局發出的學歷評估報告副本或其他有關學歷評估的文件副本）

Copies of my academic certificate(s) (e.g. university degree diploma) and public examination certificates (e.g. HKCEE & HKALE, etc.) (If you are holding non-local qualifications, copy of qualifications assessment report issued by Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) or other relevant qualifications assessment document(s) has/have to be submitted as well)

更改姓名的正式文件（如改名契或結婚證書）的副本（如你在香港身份證上的姓名與學業或公開考試成績證書上的不同）

Copy of official document (e.g. deed poll or marriage certificate) certifying that my name has been changed (if your name on the Hong Kong Identity Card is different from that in the academic or public examination certificate(s))

其他有關文件
Other relevant document(s) _____

4. 本人知悉如上述申請獲批准，則所發給的准用教員許可證只限本人在本表格第 I 部第 1 段所指明的學校任教。
I am aware that if a permit to teach is issued in respect of the above application, it will apply only to the school specified in paragraph 1 of Part I of this form.

5. 本人已閱讀及明白本申請書的申請須知 A 部有關《教育條例》第 51(1)(d)條及第 87(1)(k)條的內容。本人同意教育局為核實本申請書內的資料而進行必要的查詢。本人授權包括海外的所有政府部門及其他組織或機構可就這些查詢，透露任何有關的紀錄及資料。就本人所知及所信，本申請書一切內容均屬真實及詳盡。

I confirm that I have read and understood Section 51(1)(d) and Section 87(1)(k) of the Education Ordinance given in Part A of the Guidance Notes of this application form. I consent to the Education Bureau making any necessary enquiries for verification of the information given in this application form. I authorize all government departments and other organisations or agencies including those overseas to release any record or information as may be required for these enquiries. The contents of this application are true and complete to the best of my knowledge and belief.

（日期）(Date) _____ （簽署）(Signature) _____

（擬受僱的准用教員）
(Proposed Permitted Teacher)

* 請刪去不適用者 Delete as appropriate

[#] 請在適當的空格內加上「✓」號 Please insert a "✓" in the appropriate boxes

要求准許僱用非檢定教員申請須知

A. 《教育條例》有關的規定

1. 第 42 條

- (1) 任何人不得在學校任教，除非他是一
 - (a) 檢定教員；或
 - (b) 准用教員。
- (2) 准用教員除非按照就該教員而發出的准用教員許可證上所指明的條件或限制任教，否則不得在學校任教。

2. 第 87 條

- (3) 任何人如一
 - (e) 違反第 42(1)或(2)條；
 - (f) 僱用或准許任何人違反第 42(1)或(2)條而在學校教學；即屬犯罪，一經定罪，可處第 5 級罰款及監禁 2 年。

3. 第 48 條

僱用某人為某間學校的准用教員的申請，只可在申請人認為沒有合適的檢定教員可供該學校僱用為教員的情況下提出。

4. 拒絕發出准用教員許可證的理由

第 51 條

- (1) 常任秘書長可在以下情況根據第 50(1)條拒絕就任何人發出准用教員許可證—
 - (a) 如常任秘書長認為有合適的檢定教員可供有關學校僱用為教員；
 - (b) 基於第 46(a)、(b)、(c)、(d)或(f)條¹所指明而適用於該項申請所關乎的人的任何理由；
 - (c) 如該項申請所關乎的人並沒有具備所訂明的資格；或
 - (d) 如常任秘書長覺得該申請人或該項申請所關乎的人，在提出以下任何申請時，即—
 - (i) (由 1993 年第 42 號第 18 條廢除)
 - (ii) 註冊為校董或教員；或
 - (iii) 僱用某人為某間學校的准用教員，或在與該等申請有關的事項中作出的陳述或提供的資料在要項上屬虛假，或因在要項上有所遺漏而屬虛假。

¹ 第 46(a)、(b)、(c)、(d)及(f) 條訂明，如常任秘書長覺得申請人有以下情況，可拒絕該申請人註冊為教員—

- (a) 該人並非出任教員的適合及適當人選；
- (b) 該人被裁定已犯可判處監禁的罪行；
- (c) 該人的准用教員許可證以前曾被取消；
- (d) 該人健康狀況不適宜；
- (f) 該人已年滿 70 歲。

5. 第 87 條

(1) 任何人如一

- (k) 在根據本條例提出任何申請時，或在與該等申請有關的事項中，不論以口頭或書面作出在要項上屬虛假的陳述或提供在要項上屬虛假的資料，而他知道或理應知道該項陳述或資料在要項上屬虛假，
即屬犯罪，一經定罪，可處罰款\$250,000 及監禁 2 年。

6. 教育（豁免）（提供非正規課程的私立學校）令

根據自 2004 年 7 月 1 日起實施的《豁免令》規定，所有提供非正規課程的私立學校(提供補習班、商科、語文及電腦課程等教育課程的私立學校)在符合所指明的條件下，均獲豁免受到《教育條例》和《教育規例》內與僱用教員和教員資格等有關的某些條文規定管限。

B. 准用教員資格

准用教員的資格詳列於《教育規例》附表 2 第 II、IIA、III 及 IV 部內，一般而言，准用教員須具備下列其中一項的資格：

1. 任教中、小學或專上院校的准用教員

- (a) 任何指明院校²所發出的高級文憑或副學士學位；或
- (b) 常任秘書長認為與第 1(a)段所指明的資格相等的任何其他教育訓練或實習經驗（見註 1）。

2. 任教其他教育課程的准用教員

- (a) 持有一張或兩張香港中學會考證書，其中總共有 5 個不同科目成績達 E 級或以上，包括—
 - (i) 英國語文（課程乙）³，或常任秘書長認為相當於該證書 E 級或以上水平的英國語文程度；或
 - (ii) 中國語文³；或
- (b) 常任秘書長認為與第 2(a)段所指明的資格相等的任何其他教育訓練及經驗（見註 1）。

3. 向接受幼兒或幼稚園教育學生教學的准用教員

- (a) 持有本港大學學位或具同等學歷（見註 1）；或
- (b) 現正就讀或已獲培訓機構取錄入讀合格幼稚園教師訓練課程的在職幼稚園教師，必須符合以下的學歷：
持有一張或兩張香港中學會考證書，總共有 5 個不同科目成績達 E 級或以上，包括英國語文（課程甲或乙）³及中國語文³

² “指明院校”指嶺南大學、香港教育學院、香港大學、香港理工大學、香港中文大學、香港浸會大學、香港城市大學、香港演藝學院、香港科技大學、香港公開大學以及根據《專上學院條例》註冊的任何專上學院。

³ 二零零七年或以後的香港中學會考英國語文及中國語文科第 2 等級成績，在教師註冊上會被視為等同過往的香港中學會考英國語文（課程乙）及中國語文科 E 級成績。

C. 申請手續

1. 申請表格(表格 10 及適用於曾經受僱為准用教員的表格 11)可在教育局網頁 (<http://www.edb.gov.hk>) 下載或在下列辦事處索取：
 - (a) 九龍旺角亞皆老街 113 號
3 樓 302 室
教育局
教師註冊組
(電話：2520 0325)
 - (b) 區域教育服務處
 - (c) 民政事務處
2. 准用教員的申請，須由僱用該教員的學校校監提出。校方須按教育局有關教師註冊修訂程序的最新通告辦理申請。申請表格（一式兩份）須用黑色墨水筆或原子筆及以正楷填寫。校方須在填妥的申請表格上貼上擬受僱教員的近照（見註 2），並連同該教員已批註（見註 3）的香港身份證、學業證書及其他有關文件的副本，用掛號方式寄往九龍旺角亞皆老街 113 號 3 樓 302 室教育局教師註冊組。（見註 4）
3. 在填寫表格 10 第 II 部第 1(i)段時，教員如曾在香港或其他地方被裁定已干犯刑事罪行，或曾遭拒絕註冊為校董或教員，或曾遭拒絕發給准用教員許可證，或曾遭取消其校董或教員的註冊或准用教員許可證者，須將該事的詳細情形披露。如無這類事情，該教員須寫上「無」，並在旁簽署。
4. 申請經審核及批准後，校監會獲發「僱用非檢定教員許可證」（表格 12）。教師註冊組會把該許可證的正本及發給教師的副本，郵寄給學校。
5. 准用教員須按照就該教員而發出的准用教員許可證上所指明的條件任教。
6. 如該准用教員停止受僱於該許可證所指明的學校，該准用教員許可證將當作無效。如准用教員在另一學校任教，該校須提交表格 11，申請僱用這位教員。

註 1

非本港學歷

擬受僱教員如持有非本港學歷，須提供下列文件：

- (a) 學業證書副本及
- (b) 香港學術及職業資歷評審局發出的學歷評估報告副本或其他有關學歷評估的文件副本。

註 2

相片

擬受僱教員的相片必須為相同的正面半身近照，2 張照片應貼在申請表格正本及副本上。照片大小必須為5 厘米乘 3.8 厘米；所用相紙必須為普通薄光面相紙及未經貼用者。

註 3

每份經批註的文件副本須載有下列資料：

- (a) 校監／校長在「已查閱正本」字樣下簽署（影印本或印章本的簽署恕不接受）；
- (b) 校監／校長的姓名及職位；
- (c) 學校名稱(或校印)及
- (d) 查閱文件正本的日期。

註 4

如申請人未能於三個月內（由本局發出的書面通知當日起計算）提交所須文件，本局將不會繼續處理有關申請。

個人資料收集

1. 教育局會利用本表格所載的個人資料，作以下其中一種或多種用途：
 - (a) 教師註冊；
 - (b) 提供教育服務；
 - (c) 進行研究及編製統計資料，以便規劃教育服務；
 - (d) 處理有關教育專業人員發展的事宜；及
 - (e) 執行《教育條例》及《教育規例》(第 279 章)。
2. 申請人及擬受僱教員必須在本表格上填寫個人資料。如不提供這些資料，申請的處理工作及結果或會受影響。
3. 本表格所蒐集的個人資料，或會向政府其他部門／決策局披露，作上文所述用途。
4. 根據《個人資料(私隱)條例》第 18 和 22 條及附表 1 第 6 原則的規定，你有權要求查閱及改正你的個人資料。要求查閱的權利，包括要求提供本表格所載個人資料的副本，但須繳付費用。
5. 如欲查詢有關本表格所蒐集的個人資料，包括要求查閱及改正資料事宜，請聯絡教育局教師註冊組，地址如下：
 - 九龍旺角亞皆老街 113 號
 - 3 樓 302 室
 - 教育局
 - 教師註冊組
 - (電話：2520 0325)

**GUIDANCE NOTES
APPLICATION FOR PERMISSION TO EMPLOY
AN UNREGISTERED TEACHER**

A. Relevant Provisions of the Education Ordinance

1. Section 42

- (1) No person shall teach in a school unless he is —
(a) a registered teacher; or
(b) a permitted teacher.

- (2) No permitted teacher shall teach in a school otherwise than in accordance with the conditions or limitations specified in the permit to teach issued in respect of such teacher.

2. Section 87

- (3) Any person who —
(e) contravenes section 42(1) or (2);
(f) employs or permits any person to teach in a school in contravention of section 42(1) or (2),
shall be guilty of an offence and shall be liable on conviction to a fine at level 5 and to imprisonment for 2 years.

3. Section 48

An application to employ a person as a permitted teacher in a school may only be made if the applicant is of the opinion that no suitable registered teacher is available for employment as a teacher in the school.

4. Grounds for refusal to issue permit to teach

Section 51

- (1) The Permanent Secretary may refuse to issue a permit to teach under section 50(1) in respect of any person—
(a) if in the opinion of the Permanent Secretary a suitable registered teacher is available for employment as a teacher in the school concerned;
(b) on any ground specified in section 46(a), (b), (c), (d) or (f)⁴ which applies to the person in respect of whom the application is made;
(c) if the person in respect of whom the application is made does not possess the prescribed qualification; or
(d) if it appears to the Permanent Secretary that the applicant or the person in respect of whom the application is made has, in making or in connection with any application —
(i) (Repealed 42 of 1993 s. 18)
(ii) for registration as a manager or a teacher; or
(iii) to employ a person as a permitted teacher in a school, made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular.

⁴ Section 46 (a), (b), (c), (d) and (f) stipulates that the Permanent Secretary may refuse to register an applicant as a teacher if it appears to him that the applicant -

- (a) is not a fit and proper person to be a teacher;
(b) has been convicted of an offence punishable with imprisonment;
(c) is a person in respect of whom a permit to teach has previously been cancelled;
(d) is medically unfit;
(f) has attained the age of 70 years.

5. Section 87
 - (1) Any person who —
 - (k) in or in connection with any application under this Ordinance makes any statement or furnishes any information, whether such statement or information be verbal or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular, shall be guilty of an offence and shall be liable on conviction to a fine of \$250,000 and to imprisonment for 2 years.
6. Education (Exemption) (Private Schools Offering Non-Formal Curriculum) Order
Under the Exemption Order which comes into operation on 1 July 2004, all private schools that offer non-formal curriculum (private schools which offer educational courses such as tutorial, commercial, language and computer courses) are exempted from certain requirements of the provisions of the Education Ordinance and Regulations relating to employment of teachers, teachers' qualifications and other categories subject to compliance with specified conditions.

B. Qualifications for Permitted Teacher

The qualifications for permitted teacher are specified in Part II, IIA, III and IV of the Second Schedule of the Education Regulations. In general, a permitted teacher should possess one of the following qualifications:

1. Permitted teacher teaching in schools providing primary, secondary or post secondary education
 - (a) A higher diploma or an associate degree granted by a specified institution⁵; or
 - (b) any other educational training or practical experience which in the opinion of the Permanent Secretary is equivalent to the qualifications specified in paragraph 1(a) (see Note 1).
2. Permitted teacher teaching other educational courses
 - (a) One or two Hong Kong Certificates of Education with an aggregate of 5 separate subjects at Grade E or a higher grade, including —
 - (i) English Language (Syllabus B)⁶, or of a standard which in the opinion of the Permanent Secretary is equivalent to Grade E or a higher grade in that Certificate; or
 - (ii) Chinese Language⁶; or
 - (b) any other educational training or practical experience which in the opinion of the Permanent Secretary is equivalent to the qualifications specified in paragraph 2(a) (see Note 1).
3. Permitted teacher teaching pupils undergoing nursery or kindergarten education
 - (a) A recognized local degree or its equivalent (see Note 1); or
 - (b) serving kindergarten teacher who is attending or has been admitted to Qualified Kindergarten Teacher (QKT) training course provided that the following qualification is met:

one or two Hong Kong Certificates of Education with an aggregate of 5 separate subjects at Grade E or a higher grade, including English Language (Syllabus A or B)⁶ and Chinese Language⁶.

⁵ "specified institution" means the Lingnan University, The Hong Kong Institute of Education, the University of Hong Kong, The Hong Kong Polytechnic University, The Chinese University of Hong Kong, the Hong Kong Baptist University, the City University of Hong Kong, The Hong Kong Academy for Performing Arts, The Hong Kong University of Science and Technology, The Open University of Hong Kong and any Post Secondary College registered under the Post Secondary Colleges Ordinance.

⁶ For teacher registration purpose, Level 2 in English and Chinese Languages in the 2007 Hong Kong Certificate of Education Examination (HKCEE) and afterwards will be accepted as comparable to Grade E in English (Syllabus B) and Chinese Language attained in previous HKCEEs.

C. Application Procedures

1. Application forms (Form 10 or Form 11 in case a teacher who has previously been issued a permit to teach) can be downloaded from the homepage of the Education Bureau (<http://www.edb.gov.hk>) and are obtainable from the following offices:
 - (a) Teacher Registration Team
Education Bureau
Unit 302, 3/F
113 Argyle Street, Mongkok
Kowloon
(Tel.: 2520 0325)
 - (b) Regional Education Offices
 - (c) District Offices
2. The application should be made by the supervisor of the school in which the proposed teacher is employed. School should follow the procedures as stipulated in the EDB Circular on Revised Procedures for Teacher Registration currently in force. Application form (in duplicate) should be completed in block letters and in black ink. The completed form with the recent photographs (see Note 2) of the proposed teacher affixed together with the **endorsed** photocopies (see Note 3) of his/her Hong Kong Identity Card, academic certificates and other related documents should be sent by registered post to the Teacher Registration Team, Education Bureau at Unit 302, 3/F, 113 Argyle Street, Mongkok, Kowloon. (see Note 4)
3. **In completing paragraph 1(i) of Part II of Form 10, a teacher who has been convicted of a criminal offence in Hong Kong or elsewhere, or has been refused to be registered as a school manager or teacher, or has been refused to be issued a permit to teach, or has had his registration as a school manager or teacher or permit to teach cancelled, has to disclose the full circumstances of such matter. If there is no such matter, the teacher has to write “NIL” and sign his name.**
4. After processing, the Supervisor of the successful school will be issued a Permit to Employ an Unregistered Teacher (Form 12). The original and teacher’s copy of the teaching permit will be sent to the school by post.
5. The permitted teacher should teach in accordance with the conditions as specified in the permit.
6. A permit to teach shall be deemed to be cancelled if the permitted teacher ceases to be employed in the school specified in the permit. A fresh application (Form 11) for teaching permit is required when the permitted teacher teaches in another school.

Note 1

Non-local educational qualifications

If the proposed teacher possesses non-local educational qualifications, the following documents are required:

- (a) copies of academic certificates and
- (b) copy of qualifications assessment report issued by HKCAAVQ or other relevant qualifications assessment document(s).

Note 2

Photographs

Altogether two identical recent full-face photographs of the proposed teacher are required to be affixed to the application form and its duplicate. The size of the photographs must be 5 cm x 3.8 cm. They should be printed on normal thin photographic paper and have not been used.

Note 3

Each endorsed photocopy of the required documents should contain the following information:

- (a) School supervisor/principal's signature (photocopied or stamped signature is not accepted) against the words "Original Seen";
- (b) School supervisor/principal's name and post;
- (c) School name (or school chop) and
- (d) Date of sighting the original documents.

Note 4

The application will not be further processed if the applicant does not provide the necessary document(s) within three months from the date of our written notice.

COLLECTION OF PERSONAL DATA

1. The personal data provided in this form will be used by the Education Bureau for one or more of 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; and
 - (e) administration and enforcement of the Education Ordinance and Regulations (Cap. 279).
2. The provision of personal data by means of this form is obligatory. Failure to provide these data may affect the processing and outcome of the application.
3. The personal data collected in this form may be disclosed to other government departments/bureaux for the purposes mentioned above.
4. You have a right to request access to and correction of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form. This is however subject to payment of a fee.
5. Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be addressed to:
Teacher Registration Team
Education Bureau
Unit 302, 3/F
113 Argyle Street, Mongkok
Kowloon
(Tel.: 2520 0325)