

**Application for Extension of Service of Native-speaking English Teachers (NETs)
Beyond the Retirement Age in Aided Schools
in the 2024/25 School Year**

From: Supervisor, _____
(Name of school)

To: Permanent Secretary for Education
[Attn: Senior Professional Development Officer (Teacher Administration)31]
NET Administration Team
Teacher Administration Section
Room W304, 3/F, West Block,
EDB Kowloon Tong Education Services Centre,
19 Suffolk Road, Kowloon Tong, Kowloon

Points to Note:

1. This proforma should be completed **by the school** applying for extension of service of the NET beyond the retirement age.
2. **Supporting documents** should be submitted with this application form and they **will not be returned to the school/the NET** after the application has been processed.
3. The deadline of application is **26 January 2024**. **All applications submitted beyond the above deadline will NOT be processed.**
4. An acknowledgement receipt will be sent to your school by mail within 7 working days after the application has been received by the Education Bureau (EDB).

The following NET is currently employed in my school:

Name: _____

Rank: _____ Teacher Registration No.: _____

(Hereafter “the NET”)

Part I Application for Extension of Service of the NET

Please insert a ‘✓’ in the box as appropriate.

- The NET of our school will be 60 or above on 31 August 2024. I recommend the extension of service of the NET in the **2024/25** school year for the approval of the Permanent Secretary for Education.
- The NET of our school will be 59 on 31 August 2024 and turn 60 before the commencement of the 2025/26 school year. I recommend the extension of service of the NET in the **2025/26** school year for the approval in advance of the Permanent Secretary for Education. (Note: This is applicable only for those NETs who wish to renew a 2-year contract with their schools effective from the 2024/25 school year.)

Part II Justification for Supporting the School's Application

Please use separate sheets to illustrate the following item 1 - 4 and provide relevant supporting documents.

1. Recruitment difficulties (including records of selection process as evidence of the school's efforts in finding a replacement for the NET, i.e. advertisement, records of interview/contact with candidates, shortlisting results, relevant meeting notes of the selection committee and the SMC / IMC, etc.) and other reasons for the unavailability of any suitable candidate for the post of the NET.
2. Special needs/reasons to retain the service of the NET (For example, his/her exceptional involvement/commitment in the current and the 2024/25 school years in the development of the school.).
3. The NET's contributions to the English learning and teaching (including curriculum planning and development, teaching strategies/activities, teachers' professional development and co-curricular activities) in the school that could warrant the EDB's special consideration for his/her continuous service in the 2024/25 school year. (The NET's performance appraisal record(s) can be attached as part of the supporting documents.).
4. School's succession planning for the NET if this application for extension of service is approved. Schools with NETs already on extension of service beyond the retirement age in the 2023/24 school year are required to report the implementation of the succession plan as stated in the previous application and to explain why it is still considered absolutely necessary to apply for further extension of service of the incumbent NET in the 2024/25 school year.
5. The NET is considered to be physically fit to work beyond the retirement age. (The original medical certificate for the NET should be attached as part of the supporting documents.)

Part III Confirmation

- I understand that the SMC/IMC has the responsibility to first of all make every reasonable effort to find a suitable replacement. Besides, the SMC/MC should follow the existing requirements to ensure that the recruitment (including shortlisting suitable candidates and conducting interviews) is open, fair and transparent.
- I confirm that no suitable replacement can be identified after making every reasonable effort. Besides, the NET is considered to be physically fit to work beyond the retirement age and have a satisfactory performance during his/her service period in my school.

Signature of Supervisor _____

Name of Supervisor _____

Name of Principal _____

Name of School _____

Contact No. (Tel.): _____ (Fax) _____

Date _____

