

## Application Form for Supply Teacher (Student Guidance) in the Education Bureau

**PLEASE READ THE NOTES BEFORE COMPLETING THE APPLICATION FORM**

**(I) Personal Particulars**

Name (in English): \_\_\_\_\_ (in Chinese): \_\_\_\_\_ Sex\*: M / F

HKID Card No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address:

Tel: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**(II) Qualification**

**(a) University / Approved Post-secondary College / Polytechnic etc.**

Name of University / College / Polytechnic	Name of Degree / Cert. / Diploma	Year Obtained	Major / Minor

Note: If you possess non-local academic qualification(s), please attach document of assessment of qualification(s) from the Secretary for Civil Service for the appointment as a teacher or academic accreditation from Hong Kong Council for Accreditation of Academic and Vocational Qualifications, if any.

**(b) Teacher Training**

Name of University / College / Polytechnic	Name of Degree / Cert. / Diploma	Year Obtained	Elective / Major/ Minor

(c) Public Examination

Secondary School Attended	Cert. Obtained	Year	Subjects & Grades

(III) Working Experience (in teaching/guidance/counselling/other relevant fields)

School	Period	Subjects & Levels Taught

(IV) Period available for employment: From \_\_\_\_\_ to \_\_\_\_\_

(V) Are you a pensioner, i.e. retired civil servant? Yes / No \*

Date of retirement from the Civil Service: \_\_\_\_\_

(VI) I authorize / do not authorize\* the Education Bureau to access the result of my Sexual Conviction Record Check through the Auto-Telephone Answering System.

(VII) I understand that if I willfully give any false information or withhold any material information, I shall render myself liable to dismissal if I am appointed as a supply staff in the Education Bureau.

Signature: \_\_\_\_\_

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

\* Please delete where inappropriate.

## **Notes for Completing Application Form**

- (1) The personal data provided in this form will be used by the Education Bureau for one or more of the following purpose(s):
  - (a) processing employment-related matters
  - (b) provision of education services
  - (c) conducting research and compiling statistics to facilitate planning of education services
  - (d) processing matters relating to the development of the education profession
  - (e) administering 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 your application.
- (3) The personal data collected in this form may be disclosed to schools / other government departments for the purposes mentioned above.
- (4) You have a right to request access to and correction of your personal data as provided for in Section 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 correction, should be address to :-

**Executive Officer (Guidance and Discipline)**

**Guidance and Discipline Section**

**School Administration Division**

**Education Bureau**

**Room 601, 6/F**

**14 Taikoo Wan Road, Taikoo Shing**

**Hong Kong**

**Tel. No.: 2863 4683**

- (6) If you are found meeting the entry requirement, your name will be placed in a Supply Teacher (Student Guidance) list and the Guidance and Discipline Section / schools will contact you direct by phone to sit for an interview if there are any suitable vacancies.

- (7) The Administration has accepted the recommendation of the Law Reform Commission to establish the Sexual Conviction Record Check (SCRC) scheme and the Hong Kong Police Force has implemented the scheme on 1 December 2011. The scheme is only applicable to prospective employees seeking child-related work or work relating to mentally incapacitated persons (including supply teaching posts in schools). Details of the SCRC scheme are available at the Hong Kong Police Force homepage ([https://www.police.gov.hk/ppp\\_en/11\\_useful\\_info/scrc.html](https://www.police.gov.hk/ppp_en/11_useful_info/scrc.html)). Given the importance of protecting our students, job applicants who refuse to undergo the SCRC may render his / her application unsuccessful.
  
- (8) Completed application form will be destroyed at the end of the current school year; applications for the next school year will be accepted starting from June of the current school year.