[s.5A]
Form 4

POST SECONDARY COLLEGES ORDINANCE

(Chapter 320)

Application for registration of a teacher of a registered college

1. I hereby apply for the registration of the undermentioned person as a teacher of a registered college in accordance with section 5A of the Post Secondary Colleges Ordinance (the Ordinance).

2. For the purpose, the registered college is—

3. For the purpose, the particulars of the subject person are—

(a) Title (Please select)

(b) Family Name (as shown on Hong Kong Identity Card) (in English) (in BLOCK Letter)

(c) First Name (as shown on Hong Kong Identity Card) (in English)

(d) Other Name (if applicable)

(e) Name (as shown on Hong Kong Identity Card) (in Chinese) (if applicable)

(f) Chinese Name in Code (if applicable)

(g) Sex (Please select)

(h) Residential Address

(i) Correspondence Address (if different from the residential address)

(j) Telephone number (Office)

(k) Telephone number (Mobile)

(l) Telephone number (Residential)

(m) Email address

(n) Hong Kong Identity Card Number

(o) Nationality

(p) Date of Birth (DD/MM/YYYY)

(q) Highest level of educational qualification attained—

Educational Qualification	Awarding Institution	Year of Award
		Please select

(r) Teaching experience (including paid job, whether full-time or part-time, local or overseas), current or in the last 10 years—

Institution	From (year)	To (year)	Position
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	
	Please select	Please select	

(*s*) Other non-teaching-related working experience (including paid job, whether full-time or part-time, local or overseas), current or in the last 10 years—

Organisation	From (year)	To (year)	Position	Nature (e.g.: Business, Healthcare)
	Please select	Please select		
	Please select	Please select		
	Please select	Please select		
	Please select	Please select		
	Please select	Please select		
	Please select	Please select		
	Please select	Please select		
	Please select	Please select		
	Please select	Please select		
	Please select	Please select		

(t) Details of publication or research, ongoing or in the past 10 years —

Title of publication / research	Date / period of publication / research	Source of funding (including local and overseas)	Amount of funding	Other supplementary information (optional)

(u) Details of holding position in or affiliation with advisory and statutory body, public organisation or non-government organisation (local and overseas), current or in the last 10 years —

Name of body / organisation	From (year)	To (year)	Affiliation / Position held	Nature (e.g.: Charity, Healthcare, Political)	Origin (Country / Region)	Remarks (if any)
	Please select	Please select				
	Please select	Please select				
	Please select	Please select				
	Please select	Please select				
	Please select	Please select				
	Please select	Please select				
	Please select	Please select				
	Please select	Please select				
	Please select	Please select				
	Please select	Please select				

4. The particulars of the proposed teacher appointment of the subject person are—

(*a*) Position

(*b*) Faculty (or equivalent)

(*c*) Level of programme taught (Please insert a "✓" in the appropriate box)—

☐ Sub-degree
☐ Undergraduate
☐ Postgraduate
☐ Others (Please specify :)

(d) Teaching mode (Please insert a "✓" in the appropriate box)—

☐ Full-time
☐ Part-time (Please state hours of teaching per week)

(e) Term of appointment (Please insert a "✓" in the appropriate box)—

☐ Permanent
☐ Contract (Length of contract : Months)
☐ Others (Please specify :)

5. I attach—

(a) a photograph of the subject person;

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(b) a copy of the subject person's Hong Kong Identity Card (if the subject person does not possess a Hong Kong Permanent Identity Card, copy of any of the following proof issued by the Hong Kong Immigration Department has to be submitted as well: (i) valid employment visa; (ii) landing slip bearing the conditions and limit of stay in Hong Kong; or (iii) HKSAR Document of Identity for Visa Purposes (collectively referred to as Additional Documents hereinafter));

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(c) a copy of the certificate of the highest level of educational qualification attained by the subject person;

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(d) a copy of an official document (e.g. deed poll or marriage certificate) certifying that the subject person's name has been changed (if the subject person's name on the Hong Kong Identity Card or the Additional Documents is different from that in the educational certificate); and

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(e) a duly signed declaration of the subject person (at **Appendix 1**).

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6. By submitting this application, I hereby declare that—

(a) the contents of this application are true and complete to the best of my knowledge and belief;

(b) I have read and understood the relevant provisions of the Ordinance, including but not limited to sections 5A, 6B, 6C, and 6D, and the Guidelines on the "Fit and Proper" Criterion under the Ordinance promulgated by the Education Bureau;

(c) the subject person has been appointed in accordance with the established policy and procedures of the registered college;

(d) all reasonable steps have been taken and due diligence has been exercised by the registered college to ensure the fitness and properness of the subject person for registration as a teacher; and

(e) I have read and understood the contents of the Personal Information Collection Statement (at **Appendix 2**) attached to this application form.

Signature of the President# _____

Name of the President

Date

*#For batch submission, the President may elect to sign on the cover letter at **Appendix 3** to complete the declaration for multiple applications in one go.*