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Form C

Personal Particulars of Native-speaking English Teachers (NETs) Recruited Directly by Schools under the Enhanced NET Scheme in Secondary Schools

To: NET Administration Team, EDB (Fax No: 2349 1398)

NOTE: To be completed by schools intending to recruit a new NET for the 2026/27 school year directly and submitted to EDB prior to signing the employment contract.

* Delete as appropriate

Part I Information about the NET intended to be recruited

Name: (Mr./Ms./Mrs./Miss*) _____
(First Name) (Family Name)

Date of Birth: ____/____/____
dd mm yyyy

Nationality: _____

Intended Contract Period for the 2026/27 school year:

(i) Effective Date of Contract Period : ____/____/____
dd mm yyyy

(ii) End Date of Contract Period : ____/____/____
dd mm yyyy

Academic Attainment:

Colleges, Universities, etc. (Attended/Attending)	Qualifications (e.g. BA/MEd)	Major Subjects	Full or Part- Time	On Campus/ Distance Learning	Date	
					From (mm/yyyy)	To (mm/yyyy)

Teacher Training Qualifications:

Qualifications (e.g. Dip Teach/BEd/PGDE)	Full Name of Issuing Authority	Major Subjects	No. of Weeks of Teaching Practice	Full or Part- Time	On Campus/ Distance Learning	Date	
						From (mm/yyyy)	To (mm/yyyy)

Teaching English as a Second/Foreign Language (TESL/TEFL) Qualification(s):

Qualifications (e.g. Cert/Dip/Master TESL/TEFL)	Full Name of Issuing Authority	Total Course Contact Hours	Teaching Practice (No. of Total Hours)	On Campus/ Distance Learning	Date	
					From (mm/yyyy)	To (mm/yyyy)

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Part II Declaration

- I confirm that, in the appointment of the above-named teacher, **all the appointment and qualification requirements** of NETs in secondary schools as set out in Point-to-note for Appointment and Re-appointment of NETs under the Enhanced NET Scheme in Secondary Schools have been followed.
- The following documents have been checked as appropriate:
 - Academic qualification(s)
 - Teacher training qualification(s)
 - TESL/TEFL qualification(s)
 - Qualifications assessment result for non-local qualifications issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications
 - Certificate(s) of service (with at least 1 year's post-graduate experience of teaching English at secondary level or above)
 - Certificate of No Criminal Conviction
 - Employment visa

Signature of Supervisor/Principal*: _____ Date: _____

Name of Supervisor/Principal*: _____

Name of School: _____ District: _____

School Type: Aided/Caput/Special*

Name of Contact Person: _____ Tel. No.: _____

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Checklist for Schools

Please insert a ✓ in the appropriate box

Teaching of English as a Second/Foreign Language (TESL/TEFL) Qualifications at the Certificate Level

- Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA)
 - The Trinity Certificate in Teaching English to Speakers of Other Languages (CertTESOL)
 - Postgraduate Certificate in Education majoring in TEFL/TESL
- Certificate awarded by TEFL/TESL courses that:
- include a minimum of **100 contact hours**;
 - include a minimum of **6 hours of observed and assessed teaching practice, a pass in which is required**; and
 - cover the majority of the topics as described in Annex 3 to Point-to-note for Appointment and Re-appointment of NETs under the Enhanced NET Scheme in Secondary Schools.

Teaching of English as a Second/Foreign Language (TESL/TEFL) Qualifications at the Diploma Level

- Cambridge Diploma in Teaching English to Speakers of Other Languages (DELTA)
- Trinity College London Licentiate Diploma in Teaching English to Speakers of Other Languages (DipTESOL)
- Postgraduate Certificate in Education majoring in TEFL/TESL
- Diploma awarded by TEFL/TESL courses that:
 - (a) include at least 250 contact hours; and
 - (b) include at least 20 hours of practicum in the programme, in which a pass is required OR require candidates to have at least two years' teaching experience as a pre-requisite for entering the programme.

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by EDB for one or more of the following purposes:

- (a) Activities relating to the processing, authentication and counter-checking of employment-related matters including appointments, training and career developments, remuneration and benefits, staff relation, communications and compliance with procedures;
- (b) Activities relating to matching of the personal data with the database of relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of employment-related matters mentioned in (a) above;
- (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of EDB, and
- (d) Activities relating to compilation of statistics, research and Government publications.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
- (b) personnel, agent, service provider or organisations engaged by EDB to provide services or advice for the purposes mentioned in paragraph 1 above;
- (c) where you have given your prescribed consent to such disclosure; and
- (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the Controlling Officer (Data Protection) at 15/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to edbinfo@edb.gov.hk.

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