

Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools and NET Scheme in Primary Schools

Application for Recruitment Subsidy

Note:

1. **Individual schools conducting recruitment exercise on their own** should send the completed application form together with supporting documents to the respective **SSDO** for approval.
2. For **groups of schools conducting a collaborative recruitment exercise**, the School Supervisor/Principal in charge of the recruitment (i.e. the applicant school) should send the completed application form together with supporting documents to **Education Officer (NET Administration)[EO(NET_Admin)]**, 3/F, Room W304, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon for approval.
3. Please attach **documentary evidence** for the recruitment expenses such as invoice/receipt for advertisements placed in newspapers, used air tickets for interview board members, telephone bills, invoice/receipt from recruitment consultant/agent and the HKCAAVQ, etc.

PART I (for completion by schools)

To: Secretary for Education
[Attn: * SSDO()/ EO(NET Admin)]

A. For Schools which have successfully recruited NETs:

1. I hereby apply for the recruitment subsidy for recruiting _____ NET(s) for -
- our school.
- the schools listed below.

School	Name of NET recruited and having reported for duty	Recruited locally or from overseas (please state the place/country)	Contract commencement date
i. (applicant school)			
ii.			
iii.			
iv.			
v.			
vi.			

2. I certify that -

- _____ NET(s) recruited by our school has/have reported for duty.
- the NETs shown on the list at (1) above have reported for duty.

(Please attach a copy of the appointment form(s) of the NET(s) recruited.)

3. The total amount claimed is \$_____.

B. For schools which are unable to recruit a suitable NET:

1. I hereby apply for the recruitment subsidy for conducting a recruitment exercise.
2. The total amount claimed is \$_____.

I certify that the amount claimed above is solely for the purpose of NET recruitment.

Signature of Supervisor/Principal _____ Name of Supervisor/Principal _____

Name of Applicant School _____

School Address _____

_____ Tel. No. _____

Fax No. _____ Date _____

PART II (for use of the Education Bureau)

To: Recurrent Subventions Section

The above application for the recruitment subsidy in the amount of \$_____ is approved.
Please arrange payment of the approved amount for the applicant school.

Signature of Officer _____ Date _____

Name of Officer _____

Designation * SSDO(_____) / EO(NET Admin) _____ Tel. No. _____

c.c. Supervisor/Principal, _____ (School)

* EO(NET Admin)/SSDO(_____)

* Delete where inapplicable Tick '✓' whichever is appropriate

**Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools
and NET Scheme in Primary Schools
Application for Recruitment Subsidy
Personal Information Collection Statement**

Purpose of Collection

1. The personal data provided by you in this form will be used by the 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 the 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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