

Notes for Completing the Application Form
for Employment as Native-speaking English Teacher (NET) under
the NET Scheme in Primary Schools for the 2018/19 School Year

- (1) Before filling in the application form, you are advised to read the latest information on the qualification requirements and related appointment matters of the NET Scheme available from the website of Education Bureau (EDB) at <http://www.edb.gov.hk/net>. **If you are applying for the NET positions in both the NET Scheme in Primary Schools and the Enhanced NET Scheme in Secondary Schools, please complete a separate application form and prepare separate sets of relevant documents for each position.**
- (2) Please complete the form in block letters and affix one recent full-face photograph to the application form.
- (3) Please ensure that all parts in the form are completed and the information is accurate. If there is insufficient space, please give details on a separate sheet to be attached to the application form.
- (4) Your provision of all the personal data requested in this form is obligatory, except those items clearly marked as optional. EDB may require you to provide specific details to support your application. Your application will not be considered if you fail to provide all information as requested or it is not clear from your statements and/or documents that you have the minimum qualifications, training, experience or other requirements specified for the job.
- (5) Please provide a regular email address which will be used for future communication.
- (6) **For applicants holding academic and/or teacher training qualifications (with duration of the teaching practice) obtained from institutions or professional bodies outside Hong Kong, please attach copies of your diplomas/certificates, official transcripts of studies and official documents stating the mode of delivery (e.g. full time/part time, on campus/distance learning, etc.) of the study programmes. To facilitate assessment of qualifications, all the aforesaid documents should be supplied as far as possible.**
- (7) You are required to remark on the form for whichever document(s) of academic qualifications and/or teacher training that is/are pending. The application will not be further processed if you do not provide the necessary document(s) within three months from the date of our acknowledgement. You have to meet all the requirements for appointment as a NET under the NET Scheme in Primary Schools before appointment to a school.
- (8) Statement(s)/Certificate(s) of service should include the following:
 - (a) proper letterhead;
 - (b) contact address and phone/fax numbers;
 - (c) the applicant's full name (as shown in the birth certificate/marriage certificate/passport);
 - (d) length of employment, with exact dates (i.e. from dd/mm/yyyy to dd/mm/yyyy);
 - (e) position held, with rank specified (if applicable);
 - (f) nature of employment (i.e. full-time or part-time);
 - (g) for part-time employment, fraction of full-time experience is required (e.g. 0.3 full time equivalent);
 - (h) subject(s) taught; and
 - (i) age and levels/grades of students taught.
- (9) **Please make sure that you have chosen an interview venue in Section G(1) of this form.** Please note "Updates for Applicants" on the EDB webpage about the "Recruitment of Primary NETs" in early November for the confirmed overseas interview venue. Shortlisted candidates will be invited for an interview and a written test through e-mails. Please note that no separate invitation will be sent by post. If the applicant has passed both the interview and written test and his/her qualifications and experience are found to have met the appointment requirements for the NET position(s), he/she will be included in EDB's central candidate pool.
- (10) If you have previously been refused registration as a teacher or permission to teach, or have had your registration as a teacher or permit to teach cancelled in Hong Kong or elsewhere, the full circumstances of such matter must be disclosed. If there is no such record, please write "NIL" in Section G(3).
- (11) If you have previously been convicted of a criminal offence in Hong Kong or elsewhere, whether punishable with imprisonment or not, the full circumstances of such matter must be disclosed. You

are required to produce documentary evidence that you have/have not been found guilty of criminal offence (e.g. Certificate of No Criminal Conviction (CNCC)) from the countries/cities where you have resided). If there is no such record, please write "NIL" in Section G(4).

- (12) The personal data provided in this form will be used by EDB for one or more of the following purposes:
- (a) processing the application;
 - (b) verifying information with other Government departments/bureaux and/or parties outside the Government which are relevant to the application;
 - (c) teacher registration;
 - (d) provision of education services;
 - (e) conducting research and compiling statistics to facilitate planning of education services;
 - (f) processing of matters relating to the development of the education profession;
 - (g) administration and enforcement of the Education Ordinance and Regulations (Cap.279); and
 - (h) processing of matters relating to the appointment of the candidate as a NET.

It may be provided to Government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment, e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary. Personal data of an unsuccessful candidate will normally be destroyed 24 months after rejection of the candidate's application.

- (13) Please note that EDB does not guarantee an appointment for an applicant and whether he/she will be offered an appointment is at the full discretion of the school. Candidates who have been selected into EDB's central candidate pool (the candidate pool) but not ultimately appointed by schools for the 2018/19 school year may apply for remaining in the candidate pool for one more school year (i.e. the 2019/20 school year) by responding to an e-mail invitation issued by EDB in around March 2019. Please note that further declaration on processing the application will be required for remaining in the candidate pool.
- (14) The Hong Kong Police Force has launched the Sexual Conviction Record Check (SCRC) Scheme with effect from 1 December 2011. The SCRC Scheme is applicable to prospective employees seeking child-related work or work relating to mentally incapacitated persons (MIPs) in organisations or enterprises (including the NET posts under the NET Scheme in Primary Schools). Given the importance of protecting our students, schools are strongly advised to adopt the scheme and request prospective NETs to undergo SCRC at the advanced stage of the employment process. Applications for SCRC should be submitted by the prospective employees voluntarily. Details of the SCRC scheme are available at the website of SCRC (<http://www.police.gov.hk/scrc>).
- (15) Do not send any originals of diplomas/certificates or other qualification documents. Documents submitted will not be returned.
- (16) You are advised to make a photocopy of the completed application for your own reference.
- (17) You are required to notify the NET Administration Team if there are any subsequent changes to the information provided after submission of the application form.
- (18) Please return the completed form and copies of the supporting documents **by post, by fax or in person** to the following address. Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hongkong Post.

**NET Administration Team
Education Bureau
Room 1110, 11/F, Wu Chung House,
213 Queen's Road East, Wan Chai, Hong Kong.**

Fax: (852) 2123 1239

Application forms sent by e-mail will NOT be accepted.

Candidate No.

P-

(for official use only)

Application for Employment as Native-speaking English Teacher (NET) under the NET Scheme in Primary Schools for the 2018/19 School Year

(Please complete the form in BLOCK letters)

* Please delete as appropriate

A. Personal Particulars

Name * Mr/Mrs/Ms _____
First Name Family Name

Date of Birth ____/____/____ Place of Birth _____ Nationality _____
DD / MM / YYYY

*Passport/Hong Kong Identity Card Number _____

Residential Address _____

Postcode _____
(Country)

Correspondence Address (if different from the address given above, do not use Post Office (P.O.) Box)

Postcode _____
(Country)

E-mail Address [See Note (5)] _____ or _____

Daytime Contact Telephone/Mobile Phone Number _____
Country code Area code Phone number

Residential Telephone Number _____
Country code Area code Phone number

Fax Number _____
Country code Area Code Fax number

*Affix
your photo
here*

B. Academic Attainment (in chronological order)*Your application will not be considered if you fail to provide all information required*

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

C. Teacher Training Qualifications (in chronological order)

Your application will not be considered if you fail to provide all information required

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

D. Teaching English as a Second/Foreign Language (TESL/TEFL) Qualification(s) (in chronological order)

Your application will not be considered if you fail to provide all information required

Full Name of Issuing Authority	Qualifications (e.g. Cert/Dip/Master TESL/TEFL)	Total Course Contact Hours	Teaching Practice (Y/N)	On Campus/ Distance Learning	Date (MM / YYYY)	
					From	To

E. Post-Qualification Experience in Teaching English/ESL/EFL (in chronological order)

Please include ONLY continuous employment of more than 3 months

(Please attach statements/certificates of service of your teaching experience) [See Note (8)]

Name of Institution	Age/ Levels Taught	Subjects Taught	Date (DD/MM/YYYY)		Full or Part- Time
			From	To	

Total number of years of full-time equivalent teaching experience: _____

F. Skills

(1) Language

First Language	Second Language	Others

(2) Others (extra-curricular activities, IT, etc.) _____

G. Other Information

(1) Choice of Interview Venue (“√” **ONE box only**) [See Note (9)]

i. Hong Kong Overseas (please proceed to ii.)

[For reference: please indicate your priority by 1, 2, 3 & 4 for the following tentative overseas interview venues]

ii. Australia New Zealand London (U.K.) New York (U.S.A.)

(2) Do you hold a valid Teacher Registration Certificate?

Yes (Please fill in the boxes below)

(Please attach copy of the certificate)

Issuing Authority	State/Country you are permitted to teach	Issue Date (Month/Year)	Expiry Date (Month/Year)

No (Please answer the following question)

(3) Have you previously been refused registration as a teacher, or ever been refused permission to teach, or having been so registered or given permission and yet had the registration or permission cancelled in Hong Kong or elsewhere? (**If any situation applies, please give details. If not, please write “NIL”**) [See Note (10)]

(4) Do you have any criminal records in Hong Kong or elsewhere? (**If any situation applies, please give details. If not, please write “NIL”**) Please provide documentary evidence e.g. Certificate of No Criminal Conviction (CNCC). [See Note (11)]

(5) Have you also applied for the NET position under the Enhanced NET Scheme in Secondary Schools for the 2018/19 school year? Yes No

(6) Where did you learn about the NET Schemes? (**You could “√” more than ONE box**)

- Education Bureau’s website
- Other printed media (please specify) _____
- Other online media (please specify) _____
- Others (for example career exhibition, friends) (please specify) _____

H. Referee Contact Details (referees should be at the principal, deputy principal, faculty coordinator level)
(Please provide reference letters if available)

Name	Position and Workplace	Email Address	Phone and Fax Numbers
(1)			
(2)			

I. Optional

(1) Are you a candidate with a disability? Yes No

(2) If yes, please indicate nature and degree of disability.

(3) Please specify whether you need special arrangement for attending an interview.

(Note: Candidates with a disability are considered on equal terms with other applicants. Candidates may be required to produce medical proof of their disability.)

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the NET Scheme in Primary Schools for the 2018/19 School Year**

J. Declaration

Please insert a ✓ in the appropriate box.

I confirm that I meet the stipulated entry requirements for the job selected.

I attach herewith/will submit the supporting documents required.

I understand that if I wilfully give any false information or withhold any material information in this application form, or fail to notify the Education Bureau (EDB) of any subsequent change to the information provided, I may be disqualified from employment by a school in Hong Kong or may be dismissed, if already appointed to a school in Hong Kong.

I consent to EDB making all enquiries necessary for purposes relating to my recruitment by and employment in a school in Hong Kong, and for verifying information provided by me in support of my application and any other information provided subsequently in connection with my appointment under the NET Scheme. I hereby give my prescribed consent to all Government departments and other organisations or agencies to release any records or information personal to me (i.e. my personal data) as may be required for these enquiries (including, inter alia, obtaining references from my current and/or previous employer(s) before an offer of appointment is made; obtaining my medical examination reports, medical board reports or medical records from relevant authorities/agencies/medical personnel and the transfer of such data to other authorities/agencies/medical personnel where necessary; and making enquiries of relevant institutions/agencies regarding my academic/professional qualifications and obtaining relevant records and the transfer of such data to other authorities/agencies to enable assessment of the qualifications).

I understand and accept that the information given above may be provided to Government departments and other organisations or agencies authorised to process such information for purposes relating to appointment as a Native-speaking English Teacher, e.g. assessment of the qualifications, employer references and integrity checking, etc. as may be necessary.

I confirm that I have read and understood the 'Notes for Completing the Application Form for Employment as Native-speaking English Teacher (NET) under the NET Scheme in Primary Schools for the 2018/19 School Year'.

I confirm that the contents of this application form are true and complete to the best of my knowledge and belief.

Signature of Applicant: _____

Date: _____

Name: _____

*Passport/Hong Kong Identity Card Number: _____

* *Please delete as appropriate*

Checklist of supporting documents required

- Curriculum Vitae (CV)
- Diplomas/Certificates of Academic Qualifications
- Diplomas/Certificates of Teacher Training Qualifications
- Official Transcripts of Studies
- Statements/Certificates of Service regarding your teaching experience
- Certificate of No Criminal Conviction (CNCC)
- Teacher Registration Certificate, if applicable
- Qualifications Assessment Report from the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ), if applicable

*Please **DO NOT** send your completed application form to EDB by e-mail. Application forms received by e-mail will **NOT** be accepted.*

Personal Information Collection Statement

The information, including the personal data, submitted by you to the Education Bureau in the application form in connection with your recruitment under the NET Scheme in Primary Schools / Enhanced NET Scheme in Secondary Schools for appointment in a school in Hong Kong will be used for processing of the recruitment, appointment and other related purposes.

The provision of any requested information, including personal data, in the application form is voluntary. However, it may not be possible to process your application for appointment under the NET Scheme in Primary Schools / Enhanced NET Scheme in Secondary Schools if the information requested of you, including personal data, is not provided in sufficient detail.

Any information, including personal data, submitted by you may be disclosed to relevant government departments and other persons, organizations or agencies for the purpose of handling such recruitment, appointment and other related matters.

Having submitted your personal data, you have the right to request access to and correction of your personal data held by us. Request for access to or correction of personal data should be made in the Data Access Request Form and sent to the Controlling Officer (Data Protection), 15/F Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong. For more information about the privacy policy, please visit [the website of Education Bureau](#).