

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