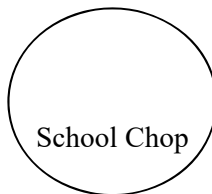


## Application Form for Enquiring Teacher Registration Information

(To be completed by the school and the proposed teacher)

I, \*Mr/Ms \_\_\_\_\_ (Name in Chinese: \_\_\_\_\_) HKID Card No. : \_\_\_\_\_ ( ) Teacher Registration / Teaching Permit No. : \_\_\_\_\_ (if applicable) apply for and authorize the Education Bureau to release the information related to my teacher registration to the school Supervisor/Principal of the following school, including whether the Education Bureau has ever refused my teacher registration application/permission to teach, cancelled my teacher registration/permit to teach or whether any reprimand/warning/advisory letter has been issued related to my teacher registration.



Name of School and School Chop : _____	Signature of Applicant : _____
Signature of *Supervisor/Principal : _____	Name of Applicant : _____
Name of *Supervisor/Principal : _____	Applicant's Contact No. : _____
Date : _____	Date : _____

(To be completed by EDB officer)

Date:

Dear Supervisor/Principal

According to our record, the teacher registration information of the above applicant is as follows:

- (1)(i) No teacher registration record has been found in EDB.
- (1)(ii) The above applicant is a registered teacher.
- (1)(iii) The above applicant is/was a permitted teacher.  
(A permit to teach shall be deemed to be cancelled if the permitted teacher ceases to be employed in the school specified in the permit. )
- (2)(i) The above applicant has never been refused to be registered as a teacher/refused permission to teach or had the teacher registration/permit to teach cancelled.
- (2)(ii) The above applicant has previously been refused to be registered as a teacher/refused permission to teach on \_\_\_\_\_.
- (2)(iii) The teacher registration/permit to teach of the above applicant has been cancelled on \_\_\_\_\_.
- (3)(i) No reprimand/warning/advisory letter has been issued to the above applicant regarding his teacher registration.
- (3)(ii) A \*reprimand/warning/advisory letter was issued on \_\_\_\_\_ regarding the teacher registration of the above applicant.
- (4) ^ This Bureau is reviewing the registration status of the above applicant.

Schools are reminded to observe the provisions of the Personal Data (Privacy) Ordinance when handling the applicants' personal data. The above information should be used for processing the job applications and assessing the suitability of candidates for the job only. Should you have any enquiries, please contact the Teacher Registration Team of EDB at 3467 8282.

( )  
for Permanent Secretary for Education

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Name of Supervisor / Principal : \_\_\_\_\_  
Name of School : \_\_\_\_\_  
School Address : \_\_\_\_\_

(\*Delete as appropriate)

( Fax No.: \_\_\_\_\_ )

*^ It should be noted that by reviewing the registration status of a teacher, EDB may issue a reprimand / warning / advisory letter or cancel his/her teacher registration/permit to teach.*

## **Notes for Completing the Application Form for Enquiring Teacher Registration Information**

- (1) EDB will only accept applications for releasing the teacher registration information to schools. Applications for releasing the teacher registration information to individuals or other organizations will not be processed.
- (2) The school should seek the proposed teachers' consent to apply to EDB for the release of teacher registration information to the school. Application forms can be downloaded at EDB website: [www.edb.gov.hk](http://www.edb.gov.hk).
- (3) Applicants can file in duly completed application forms in person, by mail or by fax. The address is as follows:

Teacher Registration Team  
Education Bureau  
2/F, Trade and Industry Tower  
3 Concorde Road  
Kowloon  
(Office Hour : Mon to Fri :8:30 am -1:00 pm, 2:00 pm to 6:00 pm  
Saturdays, Sundays & Public holidays : Close)  
For further enquiries, please contact Teacher Registration Team  
Tel.: 3467 8282  
Fax : 2520 0065
- (4) The personal data provided in this form will be used by the Education Bureau for one or more of the following purposes:
  - (a) providing teacher registration information to schools;
  - (b) provision of education services;
  - (c) conducting research and compiling statistics to facilitate planning of education services;
  - (d) processing of matters relating to the development of the education profession; and
  - (e) administering and enforcing the Education Ordinance and Regulations (Cap.279 )
- (5) The provision of personal data by means of this form is obligatory. Failure to provide these data may affect the processing and outcome of your application.
- (6) The personal data collected in this form may be disclosed to schools / other government departments for the purposes mentioned above.
- (7) You have a right to request access to and correction of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form. This is however subject to payment of a fee.
- (8) Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be addressed to:

Teacher Registration Team  
Education Bureau  
2/F, Trade and Industry Tower  
3 Concorde Road  
Kowloon  
( Tel.: 3467 8282 )
- (9) **Application forms will be retained for 3 months after EDB reply to schools and will be destroyed afterwards.**