

# Employment of Teacher Re-joining the Teaching Profession<sup>1</sup> Declaration Form

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

## **Part I (To be completed by the proposed teacher)**

### 1. Personal particulars

Name (\*Mr/Ms/Miss)  (In English)  (In Chinese)  
(as printed on the HKID Card)

Hong Kong Identity Card Number

Teacher Registration Number (Registered Teacher or Permitted Teacher)

Mobile Phone Number

### 2. The Latest Serving Record in School

School	Rank	From (Day/ Month/ Year)	To (Day/ Month/ Year)

### 3. Have you previously been convicted of a criminal offence in Hong Kong? #Yes No

(If yes, please provide details and attach relevant document(s), e.g. Criminal Record Summary issued by the Police. You are required to declare spent conviction(s) as well, if any. Please note that you may choose to declare your spent conviction(s) separately and send it to the Teacher Registration Team direct. For details regarding the declaration of spent convictions, please see paragraph 2 of the Notes for Completing the Form.)

### 4. Have you resided outside Hong Kong for one year or more continuously during the break of service? #Yes No

### 5. Have you previously been convicted of a criminal offence outside Hong Kong? #Yes No

(If yes, please provide details and attach relevant document(s).)

6. I confirm that I have read and understood the contents of the Notes for Completing the Form and the Personal Information Collection Statement attached.

7. For the purpose of verifying and checking the information provided in this application form, I authorise the Education Bureau (EDB) to match my personal data with the database of other relevant Government bureaux and departments.

8. The contents of this form are true and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of the proposed teacher

\_\_\_\_\_  
Date

(\* Delete as appropriate) (# Please insert a “✓” in the appropriate boxes)

<sup>1</sup> The duration of break in service is counted from the day the teacher departed from his/her prior service in a local primary/secondary school or kindergarten to the day preceding the effective date of the new appointment. For example, if a teacher's prior service in a school ended after 31 August 2022, and is appointed by another school with effect from 1 September 2023, the duration of his/her break in service is one year.

**Part II (To be completed by the School Supervisor/ Principal)**

1. The School is aware of all the information provided by \_\_\_\_\_ [*Name of the proposed teacher*] in Part I of this form. After careful consideration by Incorporated Management Committee / School Management Committee / School Governance Authority, the school proposed to employ the above person to be teacher of the school with effect from \_\_\_\_\_ [*Day / Month / Year*].
2. The contents of Part I of this form are true and complete to the best of my knowledge and belief.

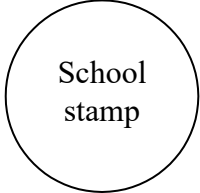
Name of School : \_\_\_\_\_

\*Signature of School Supervisor / Principal : \_\_\_\_\_

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

Date : \_\_\_\_\_

(\*Delete as appropriate)



---

**Part III (To be completed by EDB officer)**

School Supervisor/ Principal :

The information related to the above teacher provided in Part I and Part II of this form is noted.

- The criminal record check of the above teacher has been completed. No further action regarding his/her teacher registration is now required.
- This Bureau is reviewing the registration status of the above teacher. The school will be informed of the result upon completion separately.

For further enquiry, please contact the Teacher Registration Team at 3467 8281 or 3467 8282.

( )

for Permanent Secretary for Education

Date : \_\_\_\_\_

---

**(To be completed by the School)**

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

Name of School : \_\_\_\_\_

School Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Fax Number: \_\_\_\_\_)

## Notes for Completing the Form

1. The school should submit the completed forms by mail, by fax or in person, **before the effective date of the appointment**. The address is as follows:

Teacher Registration Team Education Bureau 2/F, Trade and Industry Tower 3 Concorde Road, Kowloon  
Fax: 2520 0065

[Office Hour: Mon to Fri: 8:30 am – 1:00 pm; 2:00 pm to 6:00 pm (Close on Saturdays, Sundays & Public holidays)]

For further enquiry, please contact the Teacher Registration Team: Tel.: 3467 8281 or 3467 8282.

2. Under section 2(1) of the Rehabilitation of Offenders Ordinance (Cap 297), where (i) an individual has been convicted in Hong Kong of an offence in respect of which he was not sentenced to imprisonment exceeding three months or to a fine exceeding \$10,000; (ii) he has not been convicted in Hong Kong on any earlier day of the offence; and (iii) a period of three years has elapsed without that individual being again convicted in Hong Kong of an offence, then any question asked of that individual or any other person relating to, or any obligation imposed on that individual or any other person to disclose, that individual's previous convictions, offences, conduct or circumstances shall be treated as not referring to that conviction. However, by virtue of section 4(2)(b), this shall not apply to any question asked by or on behalf of any person, in the course of the duties of his office or employment, or any obligation to disclose information to that person in the course of those duties, in order to assess the suitability of another person for the registration, or to continue to be registered under any law (i.e. including the Education Ordinance (Cap 279)). The proposed teacher is therefore required to disclose all previous convictions, including spent conviction(s), if any, in completing paragraph 3 of Part I of this form. If the proposed teacher has spent conviction(s) only, he may choose "No" in paragraph 3 of Part I but he is required to send the details of his spent conviction(s) together with relevant document(s) to Teacher Registration Team separately by registered post (not necessary to be submitted by/through the school) within two weeks from the date of completing this form. If the proposed teacher has spent conviction(s) together with other conviction(s), he has to provide the details of the other conviction(s) in paragraph 3 of Part I and may choose to follow the aforesaid procedure in declaring the spent conviction(s).

### **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 the information declared in this form, for processing teacher registration or employment related matters;
  - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux/departments in connection with the processing, authentication and counter-checking of the 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;
  - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
  - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding/ grants/subsidies, and conducting of audits;
  - (f) Activities relating to compilation of statistics, research and Government publications; and
  - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
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 teacher registration or employment related matters.

#### 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) the school in which the form relates 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 Teacher Registration Team at 2/F, Trade and Industry Tower, 3 Concorde Road, Kowloon.