

《查詢教員註冊資料》
電子申請表格使用指引
**Enquiring Teacher Registration Information
eForm Guidelines**

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第一部分：委派「申請人」（學校行政主戶）及「審批人」（校監／校長）

Part 1: Delegation of “Applicant” (MSA) and “Approver” (School Supervisor / School Head)

[首次設定後無須重新設定 / Reconfiguration is not required after setup]

步驟一 Step 1	校監／校長／學校行政主戶 (MSA account) 經「統一登入系統」登入（網址：https://clo.edb.gov.hk/） School Supervisor/ School Head/ Master School Administrator (MSA) log in via Common Log-On System (website : https://clo.edb.gov.hk/) 
步驟二 Step 2	登入後，按「教育局電子表格遞交系統」 Click “eFormSS” after login 

**步驟三
Step 3**

委派學校行政主戶為「申請人」，以填寫電子表格
Delegate MSA as “Applicant” for eForm filling

a) 按「委派頁面」
Click “Delegation Page”

b) 選擇「表格28」及委派學校行政主戶「申請人」，然後按「儲存」
Select “Form 28” and assign MSA as “Applicant”, then click “SAVE”

**步驟四
Step 4**

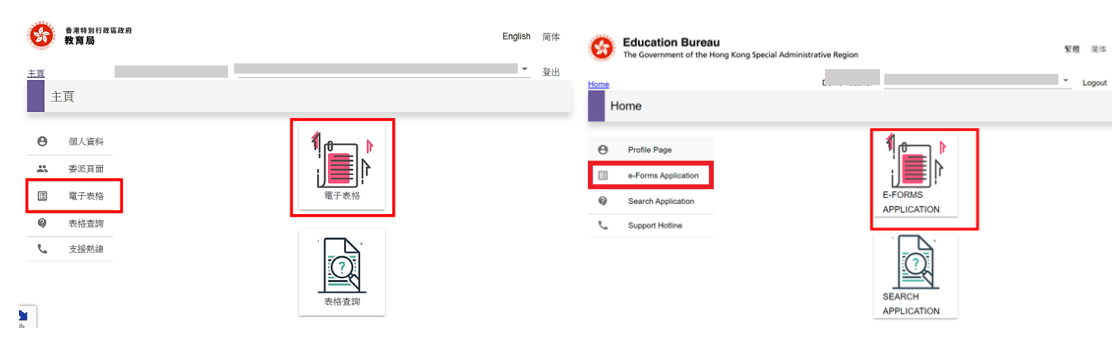
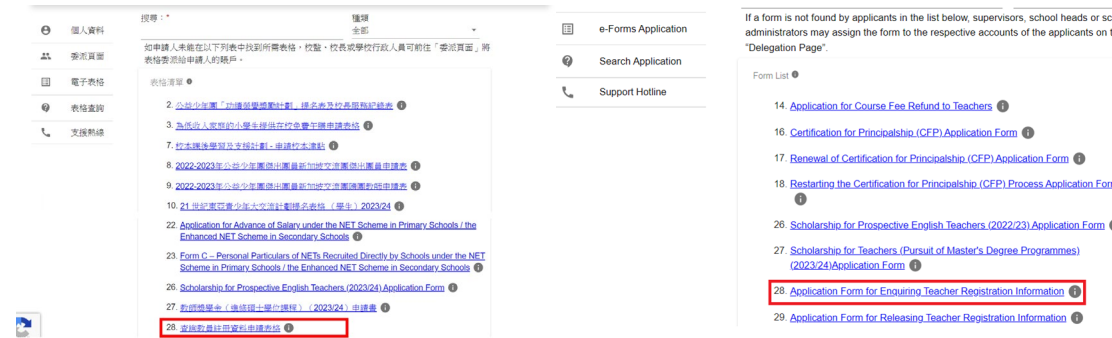
委派校監／校長為「審批人」，以簽署及提交電子表格
Delegate School Supervisor / School Head as “Approver” for approval and submission of eForm

a) 按「第二審批人」
Click “Second Approver”

b) 委派校監／校長作「審批人」，然後按「儲存」
Assign School Supervisor / School Head as “Second Approver”, then click “Save”

第二部分：填寫電子表格（學校行政主戶）

Part 2: eForm Filling (MSA)

步驟一 Step 1	「申請人」(學校行政主戶(MSA)) 經「統一登入系統」登入「教育局電子表格遞交系統」後，按「電子表格」 “Applicant” (MSA) logs into “eFormSS” via Common Log-On System and select “e-Forms Application” 
步驟二 Step 2	選擇「28. 查詢教員註冊資料申請表格」 Select “28. Application Form for Enquiring Teacher Registration Information” 

步驟三
Step 3

填寫電子表格，然後提交
Fill in the eForm and submit

(注意：提交後，擬聘用教師/員工將收到電郵通知，以填寫及簽署電子表格)
(Note: After submission, prospective appointees will receive email for filling and signing the eForm)

主頁 > eFormSS 登出

查詢教員註冊資料申請表格

第1步
重要提示

**第2步
教員註冊資料**

第3步
確認

第2步 教員註冊資料

*: 必須填寫

教員註冊資料

申請人姓名: *

陳大文

申請人電郵地址: *

「申請人電郵地址」：即擬聘用教師/員工的電郵，系統會以電郵方式通知擬聘用教師/員工填寫及簽署電子表格

學校名稱: *

校監/校長姓名: *

學校地址: *

學校電郵: *

「學校電郵」：申請結果將發送至此電郵地址

 **Education Bureau**
The Government of the Hong Kong Special Administrative Region

繁體 簡體

Home > eFormSS Logout

Application Form for Enquiring Teacher Registration Information

Step 1
Important Notes

**Step 2
Application Information**

Step 3
Confirmation

*: mandatory fields

Teacher Registration

Name of Applicant: *

Email Address of Applicant: *

“Email Address of Applicant” refers to prospective appointee’s email address. Email will be sent to the prospective appointee for filling and signing the eForm

Name of School: *

Name of *Supervisor/Principal: *

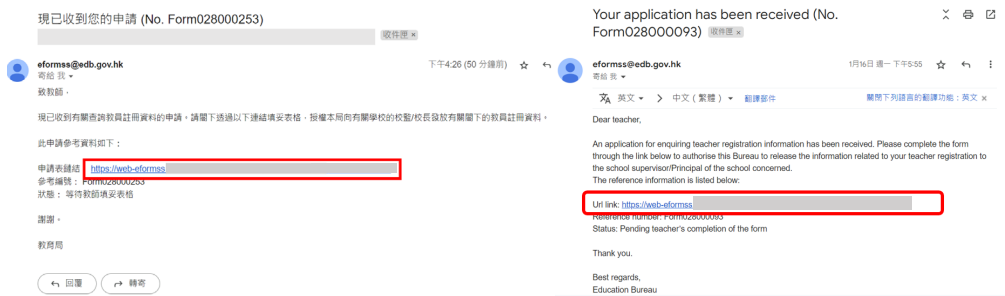
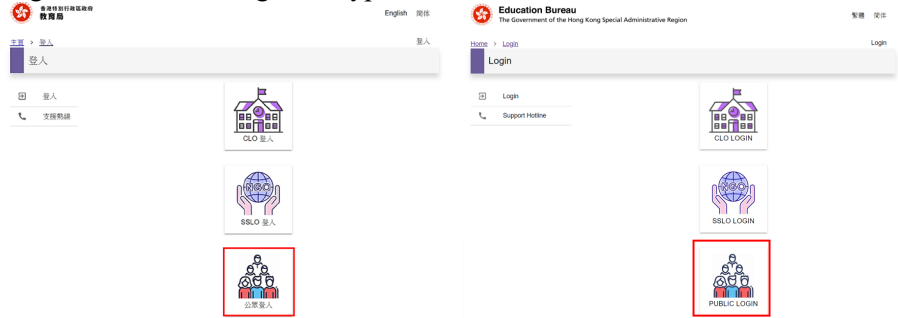
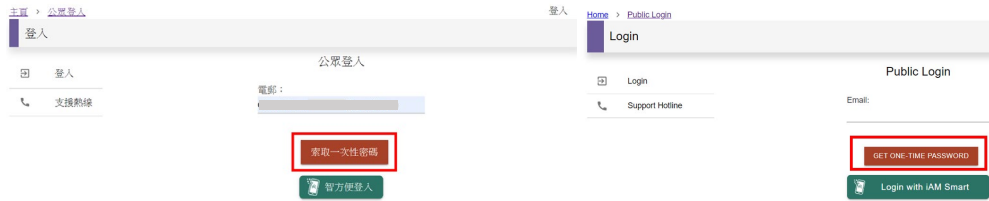
School Address: *

School's Email: *

“School’s Email” refers to the email address to receive the application results.

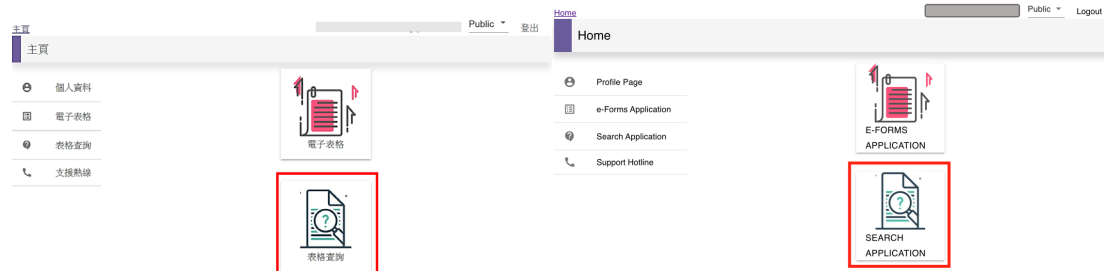
第三部分：填寫及簽署電子表格（擬聘用教師／員工）

Part 3: Filling and signing of eForm (Prospective Appointee)

步驟一 Step 1	按下電郵通知內的連結 Click the hyperlink in the notification email 
步驟二 Step 2	透過電郵通知內的連結進入「教育局電子表格遞交系統」後，選擇公眾登入 After entering “eFormSS” through the hyperlink in the notification email, click “Public Login” 
步驟二 Step 3	輸入電郵地址，以「索取一次性密碼」或透過「智方便」登入 Input email address to “Get one-time password” or login with “iAM Smart” 

**步驟三
Step 4**

登入後，按「表格查詢」搜尋相關申請
After login, click “Search Application”



**步驟四
Step 5**

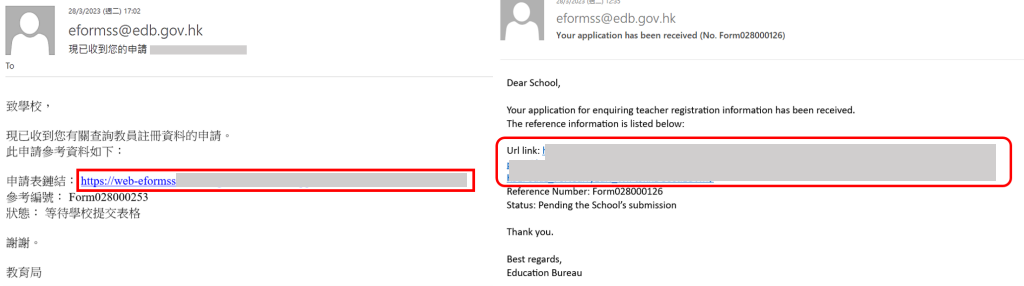
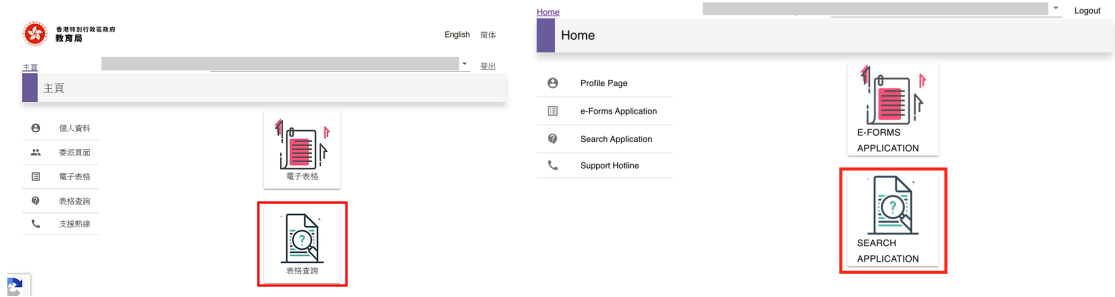
核對及填寫所需的資料後，透過「智方便+」簽署提交電子表格；
After verifying and filling in the eForm, sign and submit it with “iAM Smart+”

(注意：提交後，校監／校長（「審批人」）將收到電郵通知，以核對及簽署電子表格）
(Note: After submission, School Supervisor / School Head (Approver) will receive email notification for verifying and signing the eForm)

由教育局職員填寫	To be completed by EDB officer
校監／校長： 根據本局的記錄，就以上申請人的查詢，預回覆如下： ☐ (1)(i) 本局並無以上申請人的教師註冊紀錄。 ☐ (1)(ii) 以上申請人現為檢定教員。 ☐ (1)(iii) 以上申請人現為／曾為准用教員。 (如有關准用教員停止受僱於其准用教員註冊申請或取消以上申請人的檢定／准用教員註冊的紀錄，) ☐ (2)(i) 本局曾於____年____月____日起就以上申請人的檢定／准用教員註冊申請。 ☐ (2)(ii) 本局曾於____年____月____日起就以上申請人的檢定／准用教員註冊。 ☐ (3)(i) 本局未有就以上申請人的教師註冊資格向其發出譴責／警告／勸喻信。 ☐ (3)(ii) 本局曾於____年____月____日就教師註冊資格向以上申請人發出“譴責／警告／勸喻信”(3)。 ☐ (4) “本局現正審視以上申請人的教師註冊資格。 學校處理應徵者的個人資料時，應遵守《個人資料(私隱)條例》的規定，以上資料亦只作處理職位申請及評估應徵者是否適合該職位之用。如有進一步查詢，請電3467 8282與教育局教師註冊小組聯絡。 *本局在完成審視教師的教師註冊資格後，可能向其發出譴責／警告／勸喻信或取消其檢定／准用教員註冊。	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.^{Note (3)} ☐ (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 applicant's 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. *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.
預覽PDF 退回給填表者 拒收 簽署	PREVIEW PDF RETURN TO APPLICANT REJECT SIGN

第四部分：簽署及提交電子表格（校監／校長）

Part 4: Signing and submission of eForm (School Supervisor / School Head)

步驟一 Step 1	「審批人」（校監／校長）收到電郵通知後，按電子郵件中的超連結以進入電子表格 Upon receipt of email notification, Approver (School Supervisor / School Head) accesses to the eForm via the hyperlink 
步驟二 Step 2	透過電郵通知內的連結進入「教育局電子表格遞交系統」並登入後，按「表格查詢」搜尋相關申請 After entering “eFormSS” through the hyperlink in the notification email and logging in, click “Search Application” 
步驟三 Step 3	核對及填寫所需的資料後，透過「智方便+」簽署提交電子表格； After verifying and filling in the eForm, sign and submit it with “iAM Smart+” (注意：提交後，教育局系統會處理相關申請，申請結果將發送至學校所提供的電子郵件地址) (Note: After submission, the EDB system will process the application and the application result will be sent to school's email address provided) 