

致/To: 教育局教师行政 1 组/Teacher Administration 1 Section, EDB  
电邮 Email: petadml@edb.gov.hk

副本送/c.c.: \_\_\_\_\_ 区学校发展组  
( ) District School Development Section

### 资助小学教职空缺资料

### Particulars of Teaching Vacancy in Aided Primary Schools

请用一张表格填写一个教职空缺 (常额/临时/合约, 全职/兼职)。

Please use a separate form for each vacancy (regular/temporary/contract, full/part time).

#### 甲部 学校以及教职空缺资料 PART A Information of School and Particulars of Teaching Vacancy

学校名称 School Name			
地址 Address		电邮 Email	
学校联络人* School's contact person*	(职位 Post: ) (电话号码 Tel No.: )		

\*以作为教育局处理本表格或超额教师直接查询之用

\*For direct enquiry by EDB in processing this form or redundant teachers

<input type="checkbox"/> 常额 Regular	<input type="checkbox"/> 临时/合约 (请同时填写本栏乙#部) Temporary/Contract (Please also complete Part B# below)	<input type="checkbox"/> 全职空缺 Full-time Vacancy	<input type="checkbox"/> 兼职教职空缺 ( ) Part-time Vacancy (请以分数表示, 例如 1/2) (Please indicate fraction, e.g. 1/2)
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科目要求 Subject Requirement	任教主要科目 (请列一项) Major Subject (List One Only)	级别 Level(s)
	任教其他科目 Minor Subject(s)	级别 Level(s)
其他职务 Other Duties Required		

(请在适当的空格  内  Please  in the appropriate box )

日期/Date: \_\_\_\_\_

签署/Signature: \_\_\_\_\_  
校监 / 校长 Supervisor/School Head

#### 乙部 填补空缺资料

#### PART B Information of Filling of Vacancy

**如甲部所列的职位空缺已被超额教师 / 其他教师填补, 请立即填妥以下资料并电邮至教师行政 1 组和所属学校发展组。**

**If the teaching vacancy in Part A is filled by redundant teachers / other teachers, please complete the following and email to the Teacher Administration 1 Section and the respective School Development Section immediately.**

本校已聘用以下的 2026/27 学年* 超额教师 / 其他教师填补上述甲部呈报的空缺: (姓名 _____ 原校名称 (如适用) _____ 学校地区 _____)	
Our school has appointed the following * redundant teacher of 2026/27 school year / other teacher to fill the teaching vacancy reported in Part A above: (Name _____ Last School (if applicable) _____ School District _____)	

\* 请删去不适用者 / \*delete as appropriate

日期 / Date: \_\_\_\_\_

签署 / Signature: \_\_\_\_\_  
校监 / 校长 Supervisor/School Head