

教育條例 EDUCATION ORDINANCE
(第 279 章) (Chapter 279)

要求准許僱用曾為准用教員者為非檢定教員申請書
APPLICATION FOR PERMISSION TO EMPLOY AN UNREGISTERED TEACHER
WHO HAS PREVIOUSLY BEEN EMPLOYED AS A PERMITTED TEACHER

第 I 部
PART I

(學校如欲僱用准用教員，此部分須由校監填寫；如屬擬用以營辦的學校，則此部分須由該校申請註冊人填寫。)
(To be completed by the **supervisor** of the school who wishes to employ a person as a permitted teacher
or in the case of a proposed school by the applicant for school registration.)

1. 本人為_____ (學校名稱) 校監，現申請僱用下列人士 (詳情列於第 II 部) 為本校准用教員：

在此貼上
擬受僱教員
正面半身近照

I, Supervisor of _____ (Name of School),
request for permission to employ the following person (particulars in Part II) to be a permitted
teacher of the school:

Recent full-face
photograph of proposed
teacher to be affixed here

姓名 (*先生/女士/夫人/小姐) Name (*Mr/Ms/Mrs/Miss)

(中文) (in Chinese) _____

(英文) (in English) _____

(與擬受僱教員之香港身份證上的姓名相同) (The name should be identical with that on proposed teacher's HKID Card)

2. 該人士之擬教科目及級別：

Details of proposed subject(s) and level(s) to be taught by such person:

擬教科目 Proposed Subject(s)	擬教級別 Proposed Level(s)

3. 該人士將被僱用為本校之*全職/兼職教員，職位為 _____ (例如學位教師、文憑教師)。

Such person is to be employed as a *full-time/part-time teacher of the school, taking up the post of _____
(e.g. GM or CM).

4. 以上申請是基於本人認為目前沒有合適的檢定教員可供本校僱用為教員。

The above application is made because in my opinion, there is at present no suitable registered teacher available for employment
as a teacher in the school.

5. 就本人所知及所信，本表格第 II 部所列有關該人士的詳情均屬真實及詳盡。

The particulars relating to such person as set out in Part II of this form are true and complete to the best of my knowledge and
belief.

(學校名稱) (Name of School)

(校監或學校申請註冊人的姓名及簽署)

(Name and Signature
of School Supervisor
or Applicant for
School Registration)

(學校地址) (School Address)

(簽署) (Signature)

(姓名) (Name)

(學校電話)

(School Telephone No.)

(日期) (Date)

第 II 部
PART II

(此部分須由擬受僱為准用教員者填寫)
(To be completed by the proposed permitted teacher)

1. 現將有關本人的詳情開列如下：

I forward the following particulars of myself:

(a) 姓名 (*先生/女士/夫人/小姐) Name (*Mr/Ms/Mrs/Miss)

(中文) (in Chinese) _____

(英文) (in English) _____

(與擬受僱教員之香港身份證上的姓名相同) (The name should be identical with that on proposed teacher's HKID Card)

(b) 婚前姓名 [如適用] Maiden Name [if applicable] _____

(c) 住址 Residential Address _____

[領取郵件編號 Mail Collection Number
(如適用 if applicable)]
MCN: _____

(d) 電話號碼 Telephone Number _____

(e) 香港身份證號碼

Hong Kong Identity Card Number _____

(f) 出生日期

Date of Birth

日 Day 月 Month 年 Year

(g) 准用教員編號 Permitted Teacher Reference Number

P						
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(h) 你是否曾在香港或其他地方被裁定干犯刑事罪行? (如是, 請提供詳情及有關文件, 例如警方發出的刑事定罪紀錄。已失時效的判罪亦須申報, 你可選擇將已失時效的判罪填寫在第 4 頁的申報表內, 並將填妥的申報表直接寄交教師註冊小組。有關申報已失時效的判罪詳情, 請參閱申請須知 C 部第 3 段。如否, 請填寫「否」。))

Have you previously been convicted of a criminal offence in Hong Kong or elsewhere? (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 by completing the Declaration Form on p.4 and send it to the Teacher Registration Team direct. For details regarding the declaration of spent convictions, please see paragraph 3 of Part C of the Guidance Notes. If there is no such record, please write "No".)

(i) 你是否曾在香港或其他地方遭拒絕註冊為校董或教員, 或曾遭拒絕獲准許教學, 或曾獲如此註冊或准許而其後註冊或准許被取消? (如任何情形適用, 請提供詳情及有關文件; 如沒有此類紀錄, 請填寫「否」。))

Have you ever been refused to be registered as a manager of a school or a teacher, or ever been refused permission to teach, or having been so registered or given permission and yet had the registration or permission cancelled in Hong Kong or elsewhere? (If any situation applies, please provide details and relevant document(s). If there is no such record, please write "No".)

2. #茲附上 #I attach to this application the following:

本人新增的學業證書 (如大學學位文憑) 副本 (如你的新增學歷為非本港學歷, 須同時提交由香港學術及職業資歷評審局發出的學歷評估報告副本或其他與學歷評估有關的文件副本)

Copy of my newly obtained academic certificate (e.g. university degree diploma) (If your newly obtained qualification is a non-local one, copy of qualifications assessment report issued by Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) or other document(s) related to qualifications assessment has/have to be submitted as well)

* 請刪去不適用者 Delete as appropriate

請在適當的空格內加上「✓」號 Please insert a "✓" in the appropriate boxes

其他有關文件（如 (a) 有效工作簽證副本；(b) 載有在港的逗留條件和期限的入境標籤副本；或 (c) 香港特別行政區簽證身份書副本）

Other relevant document(s) (e.g. copy of (a) valid employment visa; (b) landing slip bearing the conditions and limit of stay in Hong Kong; or (c) HKSAR Document of Identity for Visa Purposes) _____

3. 本人知悉如上述申請獲批准，則所發給的准用教員許可證只限本人在本表格第 I 部第 1 段所指定的學校任教。
I am aware that if a permit to teach is issued in respect of the above application, it will apply only to the school specified in paragraph 1 of Part I of this form.
4. 本人已閱讀及明白本申請書的申請須知 A 部所列《教育條例》(第 279 章)有關的規定。
I confirm that I have read and understood the relevant provisions of the Education Ordinance (Cap 279) as listed in Part A of the Guidance Notes of this application form.
5. 本人已閱讀及明白本申請書的申請須知內有關個人資料收集部分的內容。
I confirm that I have read and understood the contents of the Collection of Personal Data section in the Guidance Notes of this application form.
6. 為核實本申請書內的資料，本人授權警務處處長向教育局發放有關本人的全部刑事判罪紀錄詳情(如有的話)，包括《罪犯自新條例》(第 297 章)的已失時效判罪。
For the purpose of verifying the information provided in this application form, I authorize the Commissioner of Police to release full details of my criminal conviction record(s), including spent convictions under the Rehabilitation of Offenders Ordinance (Cap 297), if any, to the Education Bureau.
7. 本人明白根據《教育條例》第 87(1)(k)條的規定，假如任何人在根據本條例提出任何申請時，或在與該等申請有關的事項中，不論以口頭或書面作出在要項上屬虛假的陳述或提供在要項上屬虛假的資料，而他知道或理應知道該項陳述或資料在要項上屬虛假，即屬犯罪，一經定罪，可處罰款\$250,000 及監禁 2 年。
I understand that under Section 87(1)(k) of the Education Ordinance, any person who in or in connection with any application under this Ordinance makes any statement or furnishes any information, whether such statement or information be verbal or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular, shall be guilty of an offence and shall be liable on conviction to a fine of \$250,000 and to imprisonment for 2 years.
8. 本人明白根據《教育條例》第 51(1)(d)條的規定，如常任秘書長覺得申請人或該項申請所關乎的人，在提出僱用某人為某間學校的准用教員申請時，或在與該申請有關的事項中，作出的陳述或提供的資料在要項上屬虛假，或因在要項上有所遺漏而屬虛假，可拒絕為該人受僱為該校的教員而發出准用教員許可證。
I understand that under Section 51(1)(d) of the Education Ordinance, the Permanent Secretary may refuse to issue a permit to teach if it appears to him that the applicant or the person in respect of whom the application is made has, in making or in connection with the application for permission to employ a person as a permitted teacher in a school, has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular.
9. 就本人所知及所信，本申請書一切內容均屬真實及詳盡。
The contents of this application are true and complete to the best of my knowledge and belief.

(日期) (Date) _____

(簽署) (Signature) _____

(擬受僱的准用教員)
(Proposed Permitted Teacher)

已失時效判罪申報表
Declaration Form for Spent Conviction(s)

(如擬受僱教員有已失時效的判罪及選擇自行(毋須由／經學校提交)申報已失時效的判罪，須將詳情填寫在此申報表上，並將填妥的申報表連同有關文件在申請日期起兩星期內以掛號方式寄交教師註冊小組。)

(If the proposed teacher has spent conviction(s) and choose to declare the spent conviction(s) separately (not necessary to be submitted by/through the school), he is required to provide the details in this Declaration Form. The duly completed Declaration Form together with relevant document(s) should be sent to Teacher Registration Team by registered post within two weeks from the date of application.)

1. 姓名 Name (中文) (In Chinese) _____ (英文) (In English) _____
2. 身份證號碼 Hong Kong Identity Card Number _____
3. 出生日期 Date of Birth _____
4. 電話號碼 Telephone Number _____
5. 准用教員編號 (如曾獲批准為准用教員) Permitted Teacher Reference No. (if previously approved as Permitted Teacher)
P _____
6. 擬受僱於 To be employed by _____ (學校／School)
7. 已失時效的判罪資料 Information of spent conviction(s)
定罪日期 Date of Conviction _____
提訊法庭 Court appeared _____
判刑 Sentence _____
罪行詳情 Details of offence(s)

8. 就本人所知及所信，本申報表一切內容均屬真實及詳盡。
The contents of this declaration form are true and complete to the best of my knowledge and belief.

(日期) (Date) _____ (簽署) (Signature) _____
(擬受僱的准用教員)
(Proposed Permitted Teacher)

單面列印此頁

Please print this page on one side only

致：校監 (關於： (教師姓名))
To: The Supervisor (Re: (Teacher's Name))

學校名稱及地址
School Name and Address _____

(請填寫學校名稱及地址)
(Please fill in the school name and address)

致：校監 (關於： (教師姓名))
To: The Supervisor (Re: (Teacher's Name))

學校名稱及地址
School Name and Address _____

(請填寫學校名稱及地址)
(Please fill in the school name and address)

致：校監 (關於： (教師姓名))
To: The Supervisor (Re: (Teacher's Name))

學校名稱及地址
School Name and Address _____

(請填寫學校名稱及地址)
(Please fill in the school name and address)

[只供部門使用] [Office use only]

致：申請人

To: The applicant

日期 Date _____

要求准許僱用曾為准用教員者為非檢定教員申請書覆函
Acknowledgement of application for permission to employ an unregistered teacher
who has previously been employed as a permitted teacher

我們已收到你的申請書，現正詳加審閱。若申請過程中需要你提供更多資料，則會另函與你聯絡。

Your application has been received and is now being processed. If further information is required, another letter will be sent to you.

如有任何垂詢，請電 3467 8282 與教師註冊小組聯絡。

In case of enquiry, please contact the Teacher Registration Team at 3467 8282.

教育局
教師註冊小組
Teacher Registration Team
Education Bureau

教育條例 EDUCATION ORDINANCE
(第 279 章) (Chapter 279)

副本
Duplicate

要求准許僱用曾為准用教員者為非檢定教員申請書
APPLICATION FOR PERMISSION TO EMPLOY AN UNREGISTERED TEACHER
WHO HAS PREVIOUSLY BEEN EMPLOYED AS A PERMITTED TEACHER

第 I 部
PART I

(學校如欲僱用准用教員，此部分須由校監填寫；如屬擬用以營辦的學校，則此部分須由該校申請註冊人填寫。)
(To be completed by the supervisor of the school who wishes to employ a person as a permitted teacher
or in the case of a proposed school by the applicant for school registration.)

1. 本人為_____ (學校名稱) 校監，現申請僱用下列人士 (詳情列於第 II 部) 為本校准用教員：

在此貼上
擬受僱教員
正面半身近照

I, Supervisor of _____ (Name of School),
request for permission to employ the following person (particulars in Part II) to be a permitted
teacher of the school:

Recent full-face
photograph of proposed
teacher to be affixed here

姓名 (*先生/女士/夫人/小姐) Name (*Mr/Ms/Mrs/Miss)

(中文) (in Chinese) _____

(英文) (in English) _____

(與擬受僱教員之香港身份證上的姓名相同) (The name should be identical with that on proposed teacher's HKID Card)

2. 該人士之擬教科目及級別：

Details of proposed subject(s) and level(s) to be taught by such person:

擬教科目 Proposed Subject(s)	擬教級別 Proposed Level(s)

3. 該人士將被僱用為本校之*全職/兼職教員，職位為 _____ (例如學位教師、文憑教師)。

Such person is to be employed as a *full-time/part-time teacher of the school, taking up the post of _____
(e.g. GM or CM).

4. 以上申請是基於本人認為目前沒有合適的檢定教員可供本校僱用為教員。

The above application is made because in my opinion, there is at present no suitable registered teacher available for employment
as a teacher in the school.

5. 就本人所知及所信，本表格第 II 部所列有關該人士的詳情均屬真實及詳盡。

The particulars relating to such person as set out in Part II of this form are true and complete to the best of my knowledge and
belief.

(學校名稱) (Name of School)

(校監或學校申請註冊人的姓名及簽署)
(Name and Signature
of School Supervisor
or Applicant for
School Registration)

(學校地址) (School Address)

(簽署) (Signature)

(學校電話)

(School Telephone No.)

(姓名) (Name)

(日期) (Date)

第 II 部
PART II

(此部分須由擬受僱為准用教員者填寫)
(To be completed by the proposed permitted teacher)

1. 現將有關本人的詳情開列如下：

I forward the following particulars of myself:

(a) 姓名 (*先生/女士/夫人/小姐) Name (*Mr/Ms/Mrs/Miss)

(中文) (in Chinese) _____

(英文) (in English) _____

(與擬受僱教員之香港身份證上的姓名相同) (The name should be identical with that on proposed teacher's HKID Card)

(b) 婚前姓名 [如適用] Maiden Name [if applicable] _____

(c) 住址 Residential Address _____

[領取郵件編號 Mail Collection Number
(如適用 if applicable)]
MCN: _____

(d) 電話號碼 Telephone Number _____

(e) 香港身份證號碼

Hong Kong Identity Card Number _____

(f) 出生日期

Date of Birth

日 Day 月 Month 年 Year

(g) 准用教員編號 Permitted Teacher Reference Number

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(h) 你是否曾在香港或其他地方被裁定干犯刑事罪行? (如是, 請提供詳情及有關文件, 例如警方發出的刑事定罪紀錄。已失時效的判罪亦須申報, 你可選擇將已失時效的判罪填寫在第 4 頁的申報表內, 並將填妥的申報表直接寄交教師註冊小組。有關申報已失時效的判罪詳情, 請參閱申請須知 C 部第 3 段。如否, 請填寫「否」。))

Have you previously been convicted of a criminal offence in Hong Kong or elsewhere? (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 by completing the Declaration Form on p.4 and send it to the Teacher Registration Team direct. For details regarding the declaration of spent convictions, please see paragraph 3 of Part C of the Guidance Notes. If there is no such record, please write "No".)

(i) 你是否曾在香港或其他地方遭拒絕註冊為校董或教員, 或曾遭拒絕獲准許教學, 或曾獲如此註冊或准許而其後註冊或准許被取消? (如任何情形適用, 請提供詳情及有關文件; 如沒有此類紀錄, 請填寫「否」。))

Have you ever been refused to be registered as a manager of a school or a teacher, or ever been refused permission to teach, or having been so registered or given permission and yet had the registration or permission cancelled in Hong Kong or elsewhere? (If any situation applies, please provide details and relevant document(s). If there is no such record, please write "No".)

2. #茲附上 #I attach to this application the following:

本人新增的學業證書 (如大學學位文憑) 副本 (如你的新增學歷為非本港學歷, 須同時提交由香港學術及職業資歷評審局發出的學歷評估報告副本或其他與學歷評估有關的文件副本)

Copy of my newly obtained academic certificate (e.g. university degree diploma) (If your newly obtained qualification is a non-local one, copy of qualifications assessment report issued by Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) or other document(s) related to qualifications assessment has/have to be submitted as well)

* 請刪去不適用者 Delete as appropriate

請在適當的空格內加上「✓」號 Please insert a "✓" in the appropriate boxes

其他有關文件（如 (a) 有效工作簽證副本；(b) 載有在港的逗留條件和期限的入境標籤副本；或 (c) 香港特別行政區簽證身份書副本）

Other relevant document(s) (e.g. copy of (a) valid employment visa; (b) landing slip bearing the conditions and limit of stay in Hong Kong; or (c) HKSAR Document of Identity for Visa Purposes) _____

3. 本人知悉如上述申請獲批准，則所發給的准用教員許可證只限本人在本表格第 I 部第 1 段所指定的學校任教。
I am aware that if a permit to teach is issued in respect of the above application, it will apply only to the school specified in paragraph 1 of Part I of this form.
4. 本人已閱讀及明白本申請書的申請須知 A 部所列《教育條例》(第 279 章)有關的規定。
I confirm that I have read and understood the relevant provisions of the Education Ordinance (Cap 279) as listed in Part A of the Guidance Notes of this application form.
5. 本人已閱讀及明白本申請書的申請須知內有關個人資料收集部分的內容。
I confirm that I have read and understood the contents of the Collection of Personal Data section in the Guidance Notes of this application form.
6. 為核實本申請書內的資料，本人授權警務處處長向教育局發放有關本人的全部刑事判罪紀錄詳情(如有的話)，包括《罪犯自新條例》(第 297 章)的已失時效判罪。
For the purpose of verifying the information provided in this application form, I authorize the Commissioner of Police to release full details of my criminal conviction record(s), including spent convictions under the Rehabilitation of Offenders Ordinance (Cap 297), if any, to the Education Bureau.
7. 本人明白根據《教育條例》第 87(1)(k)條的規定，假如任何人在根據本條例提出任何申請時，或在與該等申請有關的事項中，不論以口頭或書面作出在要項上屬虛假的陳述或提供在要項上屬虛假的資料，而他知道或理應知道該項陳述或資料在要項上屬虛假，即屬犯罪，一經定罪，可處罰款\$250,000 及監禁 2 年。
I understand that under Section 87(1)(k) of the Education Ordinance, any person who in or in connection with any application under this Ordinance makes any statement or furnishes any information, whether such statement or information be verbal or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular, shall be guilty of an offence and shall be liable on conviction to a fine of \$250,000 and to imprisonment for 2 years.
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I understand that under Section 51(1)(d) of the Education Ordinance, the Permanent Secretary may refuse to issue a permit to teach if it appears to him that the applicant or the person in respect of whom the application is made has, in making or in connection with the application for permission to employ a person as a permitted teacher in a school, has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular.
9. 就本人所知及所信，本申請書一切內容均屬真實及詳盡。
The contents of this application are true and complete to the best of my knowledge and belief.

(日期) (Date) _____ (簽署) (Signature) _____
(擬受僱的准用教員)
(Proposed Permitted Teacher)