



# Causeway Bay Victoria Kindergarten and Int'l Nursery Causeway Bay Victoria International Kindergarten

Central Office: Room 501, 32 Hing Fat Street, Causeway Bay, Hong Kong



## APPLICATION FOR EARLY CHILDHOOD EDUCATOR

Please complete the form in writing and email to [cbrecruit@cbvictoria.edu.hk](mailto:cbrecruit@cbvictoria.edu.hk) or fax to Ms. Maria Lau, Director of English Studies at (852) 2503 2264

Note: The personal data collected in this application form will be used to assess the applicant's suitability to assume the job duties of the position to which he/she has applied and to determine the remuneration subject to selection for the position. The data held by us will be kept confidential but upon appointment, relevant information may be disclosed and divulged to other schools and relevant departments within Victoria Educational Organisation.

Section 1 : Personal Details			
Surname :	Given Name :		Photo
Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Nationality :	First Language :		
Home Address (overseas) :			
HK address (if any):			
Home Telephone :	Mobile:	E-mail :	Skype:
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married; Number of Children: _____ Age(s): _____			
If you were born in HK, at what age did you start to study overseas? _____ years old			
If you are currently staying in HK, please state your status: <input type="checkbox"/> HK Permanent Resident <input type="checkbox"/> Work/Dependent Visa Holder			
Are you a registered teacher? <input type="checkbox"/> No / <input type="checkbox"/> Yes Permit No. (if applicable): _____ (Granted _____ )			

**\*\*Please note that you have to submit all supporting documents in relation to the information and qualification specified in "Section 2" below.**

Section 2 : Education and Qualifications						
(Please give details of qualifications that you have gained or are currently working towards, which are relevant to the job for which you are applying)						
Teaching Qualifications	Name of Institution	Specialist/ Major Subject (s)	Date Commenced	Date Awarded	Please indicate	
					F/T	P/T

Did you undertake a practicum during your study?  No  Yes (please provide any evidence of completing your practicum)

Practicum Duration	Name of Institution	Age Range/s Taught by You

Other Professional Qualifications/Certificates	Awarding Body	Specialist/ Major Focus	Date Commenced	Date Awarded	Please indicate		
					F/T	P/T	Ext

Professional Training undertaken since obtaining your professional qualification

Section 3 : Work Experience as a Qualified Teacher (in chronological order starting from your most recent appointment)					
Position Held	Full-Time / Part-Time (if PT, state fraction)	School Name and Address	Age Range/s Taught by you	Period of service	
				From(month/year)	TO (month/year)

### Referral Details

Where did you hear about this post? \_\_\_\_\_

If you were referred by a present member of VEO staff, please state their names for our records. Thank you.

Section 4 : Referees			
Please provide TWO recent professional referees who can confirm that you meet the selection criteria for the post. Your referees should not be related to you in any way nor writing solely as a colleague or friend. If you are (or have recently been) employed, one referee should be your current or last employer. If you are (or have recently been) a student, one referee should be a senior staff from your place of study. By filling in the following information, you are giving your consent for Victoria Educational Organisation to contact the referees to verify particular experience or qualifications without further authority from you before interview.			
A.	Name		Position or relationship to you
	Company Name		
	Telephone		Email
B.	Name		Position or relationship to you
	Company Name		
	Telephone		Email

Section 5: Disclosure of Criminal Background	
Due to the nature of work for which you are applying, you MUST answer the following questions about current and ALL previous criminal convictions. Any information will be treated with the strictest confidence and will be considered only in relation to this application. Disclosure of a criminal record will not exclude you from the appointment unless the Organisation considers that the conviction renders you unsuitable. Failure to disclose this information could lead to your application being rejected, or if you were appointed, to dismissal if it is subsequently learnt that you have a criminal conviction.	
1. Have you ever been cautioned, or convicted of any criminal offence?	<input type="checkbox"/> No <input type="checkbox"/> Yes
2. Have you been charged with any offence which has not yet been brought to trial?	<input type="checkbox"/> No <input type="checkbox"/> Yes

Section 6: Declaration	
I undertake that the information I have provided is true and accurate to the best of my knowledge. I understand that if I willfully give any false information or withhold any material information in this application form, or fail to notify the recruiting department any subsequent change of information provided, it will render me liable to disqualification for employment or termination of employment, if employed by VEO. I further understand that any offer of appointment will be subject to satisfactory qualifications, references, medical and police checks. I understand that if I'm employed by VEO, my information like name and photos may be posted in school website.	
Signed: _____	Date: _____
(Name: _____ )	