



銅鑼灣維多利亞幼稚園暨國際幼兒園
Causeway Bay Victoria Kindergarten and Int'l Nursery
銅鑼灣維多利亞國際幼稚園
Causeway Bay Victoria International Kindergarten
 香港銅鑼灣興發街 32 號 501 室
 Room 501, 32 Hing Fat Street, Causeway Bay, Hong Kong



填妥表格後請電郵至 cbrecruit@cbvictoria.edu.hk
 或傳真至 (852) 2503 2264

APPLICATION FOR EARLY CHILDHOOD EDUCATOR

入職申請表

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 Causeway Bay Victoria Kindergarten, Causeway Bay Victoria International Nursery and Causeway Bay Victoria International Kindergarten (hereinafter called "Causeway Bay Campus").

註：本申請表所收集的個人資料，經遴選後，將用於評估申請人是否適合擔任所申請職位的工作職責及釐定薪酬之用。我們將對所持有的資料保密，但在錄用時，有關資料可能會向銅鑼灣維多利亞幼稚園、銅鑼灣維多利亞國際幼兒園及銅鑼灣維多利亞國際幼稚園（以下簡稱“銅鑼灣校舍”）披露。

Section 1 : Personal Detail 個人資料				
Surname :		Given Name :		近照 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. 請注意，你必須提交與以下“第二部分”規定的資訊和資格有關的所有證明文件。

Section 2 : Education and Qualifications 學歷及專業資格						
(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 工作經驗 (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 介紹途徑/人

Where did you hear about this post? 你從何得知這空缺? _____

If you were referred by a present member of Causeway Bay Campus staff, please state their names for our records.如你的介紹人是銅鑼灣維多利亞校舍職員，請列出名字以作紀錄_____

Section 4 : Referees 諮詢人			
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 Causeway Bay Campus 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 : Remuneration 薪酬		
Please state the remuneration package in your current / last # employment # Please delete as appropriate.		
Monthly Basic Salary	No. of months per year	Other fixed Allowances / Fringe Benefits / Gratuity (Please specify)

Housing / Housing Allowance provided? ☐ No ☐ Yes Current contract expiry date: _____

Expected Salary (per month): _____

Section 6: Disclosure of Criminal Background 犯罪記錄披露

Protecting the well-being and safety of children and safeguarding them from any form of harm sits at the heart of all deliberations and decisions of the School. Please read the [Child Care Services Regulations](#) carefully and obey the law. Meanwhile, 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 Campus considers that the conviction renders you unsuitable. 我們極之重視保障兒童的福祉及安全，以免兒童受到任何形式的傷害。請詳閱並遵守《[幼兒服務規例](#)》。同時，由於你所申請的工作性質，你必須真實回答以下關於目前和以前所有刑事定罪的問題。任何資訊都將被嚴格保密，並將只作此次申請之用。犯罪記錄披露不會將你排除在聘任之外，除非學校認為該定罪使你不符合擔任該職位。

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. 如果不披露這些資訊，可能會導致你的申請被拒絕；或倘你被聘任，而日後學校得知你有犯罪記錄，你將會被解僱。

1. Have you ever been cautioned, or convicted of any criminal offence in Hong Kong or elsewhere?

你是否曾在香港或其他地方因任何刑事罪行而受到警告或被定罪？ ☐ No 沒有 ☐ Yes 有

If yes, please state 如有，請說明：_____

2. Have you been involved in any ongoing criminal proceedings or investigations (including but not limited to arrest or apprehension by the police) in Hong Kong or elsewhere to the best of your knowledge?

據你所知，你是否曾在香港或其他地方涉及任何正在進行的刑事訴訟或調查（包括但不限於被警方拘留或逮捕）？

☐ No 沒有 ☐ Yes 有

If yes, please state 如有，請說明：_____

3. Has your registered status been canceled/refused (if applicable)?

你曾否被取消/拒絕專業資格註冊？ ☐ No 沒有 ☐ Yes 有

If yes, please state 如有，請說明：_____

4. To the best of your knowledge, have you being investigated by any authority over professional misconduct allegations?

據你所知，你是否正被任何機構調查有關專業失德的指控？ ☐ No 沒有 ☐ Yes 有

If yes, please state 如有，請說明：_____

5. Have you ever had a safeguarding concern raised about you?

你曾否涉及/被指控傷害兒童？ ☐ No 沒有 ☐ Yes 有

If yes, please state 如有，請說明：_____

Section 7: Declaration 聲明

I undertake that the information I have provided is true and accurate to the best of my knowledge. I understand that if I wilfully 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 criminal prosecution, and disqualification for employment or termination of employment, if employed by the School. I further understand that any offer of appointment will be subject to satisfactory qualifications, references, medical and police checks (including Sexual Conviction Record Check). 謹此聲，據我所知，我所提供的資訊真實、準確。我明白，如果我故意在本申請表中提供任何虛假資訊或隱瞞任何重要事實，或未能通知學校所提供資訊的任何後續變化，可能面對刑事檢控的嚴重後果，而聘任程序亦可能被終，倘已獲聘用，或將被解僱。我亦明白，任何聘任將取決於令人滿意的專業資格、推薦人報告、身體檢查和無犯罪紀錄證明(包括性罪行定罪紀錄)。

I understand that if I'm employed by the School, my information like name and photos may be posted on the School website. 我明白，倘獲聘用，我的資訊，如姓名和照片可能會在學校網站上公佈。

Signed: _____
(Name: _____)

Date: _____