

Staff Application Form

Position Applied: _____

Expected Monthly Salary **(Optional)**: HK\$ _____ Date Available: _____

Preferred School/s: Generations Christian Education Island Christian Academy
(Please tick) Small World Christian Kindergarten Norwegian International School

Part A - Personal Information

(SURNAME)	(First)	(Others)
Aliases or other name(s) used: _____		(if any)
Name in Chinese: _____	(if any)	HKID: _____
Phone No.: _____		Skype: _____
Citizenship: _____		
Secondary Citizenship: _____	(if any)	
Email: _____		
Residential Address: _____		
Home / Correspondence Address: _____		

(If applicable)

Passport No.: _____ Date of Expiry: ____ / ____ / ____

Type of Visa: _____ Date of Expiry: ____ / ____ / ____

If a detailed CV that includes the information from Part B to Part E is submitted, no need to fill in the details.

Part B - Personal Activities

Social/ Community Groups: _____
 Other hobbies/ interests/ musical instruments: _____
 Other relevant information/ background: _____

Part C - Education & Training History

Name of Schools/ University/ Institutions	Start Date	Completion Date	Qualification

****For Teachers:**

Teaching qualifications are proven valid by the HKCAAVQ [www.hkcaavq.edu.hk]? Yes No

Certification	Issue Date	Expiry Date

Part D - Work Experience (Please provide detailed information to all the positions held)

Name of Company/ Organisation	Country	Start Date	End Date	Full-Time/ Part-Time	Position Held	Reason for Leaving	Curriculum Experience (Yes/No)
							<input type="checkbox"/> Y / <input type="checkbox"/> N
							<input type="checkbox"/> Y / <input type="checkbox"/> N
							<input type="checkbox"/> Y / <input type="checkbox"/> N
							<input type="checkbox"/> Y / <input type="checkbox"/> N
							<input type="checkbox"/> Y / <input type="checkbox"/> N

Note: All teachers are required to provide documents in relation to their teaching experience.

Explanation for any gaps in work history:

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child safeguarding.

Part E - Other Relevant Experience

(E.g. volunteer work, teaching outside of school)

Name of Company/Organisation	Start Date	End Date	Nature	Position Held

Part F - Questionnaire

Please answer the following questions on a separate sheet/ page:

1. Please tell us about your faith journey.
2. What special contribution(s) do you think you can bring from your past experiences? For example, you may describe your gifts and strengths – spiritual, personality and character.
3. What are your top three character strengths and virtues?

Part G - Referees

Please provide the information of three persons who can act as a referee for you.

(At least one from a Church Leader if applicable, two from past employers; if you do not have a Church Leader, please provide all from past employers).

1.

Name: _____ Relationship: _____
 Address: _____ Telephone: _____
 _____ Email: _____

2.

Name: _____ Relationship: _____
 Address: _____ Telephone: _____
 _____ Email: _____

3.

Name: _____ Relationship: _____
 Address: _____ Telephone: _____
 _____ Email: _____

Part H - Declaration

I declare that I have never been arrested for any child molestation or related offenses.

I also declare that all information given in and provided with this application is true and complete and acknowledge that any agreement of employment or subsequent employment may be terminated immediately for misrepresentation.

Name: _____

Signature: _____

Date: _____ / _____ / _____

Thank you for your interest in the ministries of Generations Christian Education.

Please provide us the below documents in considering your application.

1. A completed and signed Staff Application Form (incl. Passport photo)
2. A copy of the CV (incl. copy of Diploma(s), Certificate(s) and Teacher Registration documents)
3. A copy of the HK Teacher Licence and/or HKCAAVQ Assessment Report (If applicable/available)
4. A copy of the HKID (if applicable)
5. A copy of the Passport
6. A copy of the Work Visa
7. A copy of all Employment Verification/Statement of Service Letter(s)
8. A separate Response Sheet to Questionnaire on page 3
9. A signed Declaration on the last page of Staff Application Form

Child Safeguarding

Child abuse and neglect are of growing concerns in schools throughout the world. Generations schools need to ensure that all children in our care are afforded a safe and secure environment in which to grow and develop. Generations schools are aligned with recommendations of the International Task Force on Child Protection and we hold ourselves to a high standard of effective recruiting practices with specific attention to child safeguarding.