

Staff Application Form 職位申請表

Position Applied

職位申請:

Expected Monthly Salary: HK\$ _____ Date Available: _____
期望薪酬 能夠上班日期

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

Part A - Personal Information 個人資料

| | | | | | |
|--------------------------------|-------|------------|-------|----------|-------|
| 英文名 (SURNAME) 姓氏 | _____ | (First) 名字 | _____ | (Others) | _____ |
| Aliases or other name(s) used: | _____ | | | (if any) | _____ |
| Name in Chinese: | _____ | (if any) | | HKID: | _____ |
| 中文名 | | | | 身份證號碼 | |
| Phone No.: | _____ | | | Skype: | _____ |
| 電話號碼 | | | | | |
| Citizenship: | _____ | | | | |
| 國籍 | | | | | |
| Secondary Citizenship: 第二國籍 | _____ | (if any) | | | |
| Email: 電郵 | _____ | | | | |
| Residential Address: 地址 | _____ | | | | |
| | _____ | | | | |
| Home / Correspondence | _____ | | | | |
| Address: 通訊地址 (如適用) | _____ | | | | |
| | _____ | | | | |

(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 個人活動

Social/ Community Groups: _____

Other hobbies/ interests/ musical instruments: _____

Other relevant information/ background: _____

Part C - Education & Training History 學歷

| Name of Schools/ University/ Institutions 學校名稱 | Start Date 入學日期 | Completion Date 完成課程日期 | Qualification 資歷 |
|---|--------------------|---------------------------|---------------------|
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**For Teachers:

| Teaching qualifications are proven valid by the HKCAAVQ [www.hkcaavq.edu.hk]? Certification | | Issue Date | Expiry Date |
|--|--|------------|-------------|
| | | | |
| | | | |

Part D - Work Experience 工作經驗

(Please provide detailed information to all the positions held)

| Name of Company/ Organisation 公司名稱/組織 | Country 國家 | Start Date 入職日期 | End Date 離職日期 | Full-time/ Part-time 全職/兼職 | Position Held 職位 | Reason for Leaving 離職原因 | Curriculum Experience (Yes/No) |
|--|---------------|--------------------|------------------|-------------------------------|---------------------|----------------------------|-----------------------------------|
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |

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

Explanation for any gaps in work history: 請寫出就業真空期的原因 (如適用)

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 其他相關經驗

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

| Name of Company/ Organisation 公司名稱/組織 | Start Date 開始日期 | End Date 結束日期 | Nature 性質 | Position Held 職位 |
|--|--------------------|------------------|--------------|---------------------|
| | | | | |
| | | | | |
| | | | | |

Part F - Questionnaire 問卷調查

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 推薦人 (請填寫前/現任僱主、前/現任上司或前/現任同事)

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: _____
姓名 關係
Address: _____ Telephone: 電話 _____
公司地址 Email : 電郵 _____

2.

Name: _____ Relationship: _____
姓名 關係
Address: _____ Telephone: 電話 _____
公司地址 Email : 電郵 _____

3.

Name: _____ Relationship: _____
姓名 關係
Address: _____ Telephone: 電話 _____
公司地址 Email : 電郵 _____

Part H – Declaration 聲明

I declare that I have never been arrested for any child molestation or related offenses.
本人並沒有曾經干犯過任何有關兒童的性罪行。

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. 此申請書的一切內容均屬真實及詳細。

Name: 姓名 _____

Signature: 簽署 _____

Date: 日期 _____ / _____ / _____

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 Academic Transcript/s, Diplomas & Certificates)
3. A copy of the Teacher Registration & HKCAAVQ Assessment Report (for full-time teacher applicants only)
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 Letters
8. A separate Response Sheet to Questionnaire on page 3
9. A signed Declaration on the last page of Staff Application Form

Child Safeguarding 保護兒童

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.

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**Generations Christian Education (“GCE”)
Personal Information Collection Statement (“PICS”) for Job Applicants
GCE 收集職位申請人個人資料聲明**

1. Personal Data Privacy 個人資料私隱

It is GCE's ("we" or "our") policy to comply with the requirements of the Personal Data (Privacy) Ordinance (Cap. 486) of the Laws of the Hong Kong Special Administrative Region. Any personal data which is collected shall be handled in accordance with this PICS. This PICS may from time to time be revised, or otherwise changed where we deem necessary. If there is any inconsistency between the English and Chinese version of this PICS, the English version shall prevail.

GCE (「本組織」、「我們」或「我們的」)的政策是遵守香港特別行政區法例(第 486 章《個人資料(私隱)條例》)。任何已收集的個人資料將依循本收集職位申請人個人資料聲明(「聲明」)處理。若我們認為有必要時,本聲明可不時予以修訂或以其他方式予以更改。本聲明的英文與中文版本如有任何抵觸,概以英文版為準。

2. Purposes of Collection of Personal Data 收集個人資料的目的

Your provision of all the personal data requested in this form is obligatory, except those items clearly marked as optional. The personal data collected from you will be used for purposes relating to your application for employment with GCE (including any particular position(s) you applied for and/or such other vacancies which GCE may have) and in the course of your proper performance of the job duties during employment with GCE ("Purpose"). You must ensure that all personal data provided to GCE are accurate, complete and up to-date. If you fail to provide the required data or if the personal data provided is inaccurate or incomplete, your application may not be processed or the outcome of the application may be affected.

閣下必須填報申請書內要求提供的所有個人資料,但註明是可選擇是否填報的資料則屬例外。所有向閣下收集的個人資料將用於處理閣下於 GCE 之職位申請(包括閣下所申請的任何個別職位及/或其他 GCE 可能有空缺的職位)及於受僱後執行正常職務之用途。閣下須確保向 GCE 提供準確、完整及最新的個人資料。如閣下未能提供所需資料,或所提供的個人資料不準確或不完整,可能影響該職位申請的處理和結果。

3. Disclosure and Security of Personal Data 個人資料之披露及保安

We will take all practicable steps to keep your personal data confidential but we may transfer/assign such data to the following parties:

- (a) any agent, contractor or third party who provides services to us with respect to matters relating to your application for employment with GCE, and
- (b) any person to whom we are under an obligation to make disclosure under the requirements of any law binding on us.

Except as mentioned in the above paragraphs, your personal data will be accessible only by limited staff members of Human Resources and Administration (“HRA”) Department or his/her delegate(s) who are authorised to handle your personal data in the recruitment and selection process. Any persons designated to handle the personal data will be instructed to do so only in accordance with this PICS.

我們將採取一切行步驟將閣下的個人資料保密,但我們可能會將該等資料移轉/轉讓予下列各方:

- (a) 就閣下申請 GCE 職位之有關事宜提供服務的任何代理、承辦商或第三方服務提供者,及
- (b) 根據對 GCE 具約束力的任何法律規定, GCE 有責任向其作出披露的任何人士。

除上述情況外,閣下的個人資料將只供人力資源與行政部限定員工、招聘部門之相關經理或經其授權於招聘及遴選程序中處理閣下的個人資料之員工審閱。任何被指派處理個人資料之人士須按指示遵照本聲明之規定行事。

4. Access and Correction of Personal Data 個人資料之查閱及改正

You may at any time request access to and to correct personal data relating to you in any of our records. A reasonable fee may be charged to you for processing any data access request. Any request for the correction of or access to personal data should be addressed in writing to the HRA Department at 25/F, Workington Tower, 78 Bonham Strand, Sheung Wan, Hong Kong or emailed to recruitment@generations.edu.hk

閣下可隨時要求查閱及改正在 GCE 之任何紀錄中與閣下有關的個人資料,而 GCE 可能為此向閣下收取合理費用。任何查閱或改正個人資料之要求應以書面形式向以下人士提出: 人力資源與行政部

地址:香港上環文咸東街 78 號華東商業大廈 25 樓

電郵: recruitment@generations.edu.hk

5. Retention of Personal Data 個人資料之保留

We will keep your personal data only for as long as necessary to fulfil the Purpose for which the data was collected. Personal data on an unsuccessful applicant will normally be destroyed twelve months after rejection of the application.

我們會在為貫徹收集閣下的個人資料之目的所需之時間內保存該等資料。在一般情況下,未獲取錄申請人的個人資料將於其落選日期後 12 個月全部銷毀。