

**GRATIA CHRISTIAN COLLEGE 宏恩基督教學院**

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| **Notes for Applicants** | |
| 1. | This application form should be completed in block letters. |
| 2. | Please ensure that all parts in the form are completed accurately. |
| 3. | All information provided will be treated in STRICT CONFIDENCE and used for appointment and other employment-related purposes by the College. It may be disclosed to personnel, departments or agencies authorized to process the information for purposes relating to appointment. Information of unsuccessful applicants will be destroyed after the recruitment exercise. |
| 4. | Your application will not be considered if you fail to provide all information as requested. |
| 5. | For correction of or access to personal data after submission of this application, please contact the Human Resources Office and quote the post applied for. |
| **申請者需知** | |
| 1. | 請填妥申請表格。 |
| 2. | 請確實本表格所填寫資料正確無訛。 |
| 3. | 所提供的資料將絕對保密，並將用作院校聘選及其他與僱傭有關事宜。所提供資料或會發放給處理聘選事宜之職員、部門或院校特許之代理人。未被取錄的申請者資料將於聘選過程完結後被銷毀。 |
| 4. | 如未能提供所需資料，申請者將不獲考慮。 |
| 5. | 申請者如欲更改或查閱填報在申請表格上的個人資料，請與人力資源處聯絡，並列出所申請職位以便安排。 |

**Job Application Form 職位申請表**

Position Applied for　申請職位：

School/Office　部門：

I. PERSONAL PARTICULARS 個人資料

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| --- | --- | --- | --- | --- |
| Name in full (English)(as on HKID)(Surname First)  英文姓名(須與香港身份證相同)(姓氏先行) | | | | |
| Name (Chinese)(as on HKID)  中文姓名(須與香港身份證相同) | | Title: \*Prof./Dr./Mr./Mrs./Ms./Miss  稱謂: \*教授/博士/先生/太太/女士/小姐 | | Nationality  國籍 |
| \*HKID Card/Passport no.  香港身份証/護照號碼 | | Date of Birth  出生日期 | | Place of Birth  出生地點 |
| Correspondence Address  通訊地址 | | | | |
| Residential Tel. No.  住宅電話 | Office Tel. No.  辦公室電話 | | Mobile Phone No.  手提電話 | |
| Email Address  電郵地址 | | | Fax No.  傳真號碼 | |

*\* Please delete as appropriate 請刪除不適用者*

II. EDUCATION & PROFESSIONAL TRAINING (in chronological order) 學歷及專業訓練 (按日期順序列出)

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| --- | --- | --- | --- | --- |
| From由 | To至 | Institution of Learning / Training  (Please specify country, if not in HK)  院校 / 訓練機構  (如非本港，請註明所在國家) | Classes Attending / Qualifications Obtained  已獲取/將獲取的資格或學歷 | Date of Award  (mm / yyyy)  頒發日期 (月/年) |
| mm / yyyy月 / 年 | mm / yyyy月 / 年 |
|  |  |  |  |  |

III. PROFESSIONAL QUALIFICATIONS / MEMBERSHIP (in chronological order) 專業資格 (按日期順序列出)

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| Name of Professional Institution/Issuing Authority  專業/頒發機構名稱 | Qualification / Membership Obtained  所獲專業資格 | Channel of Award  (e.g. exam, election)  獲取途徑  (如考試、推選等) | Date of Award  (mm / yyyy)  頒發日期 (月/年) |
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IV. WORKING EXPERIENCE (in chronological order) 工作經驗 (按日期順序列出)

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| --- | --- | --- | --- | --- |
| From由 | To至 | Employment Institution/Organization  工作院校/機構名稱 | Position  職位 | Full-time / Part-time  全職 / 兼職 |
| mm / yyyy月 / 年 | mm / yyyy月 / 年 |
|  |  |  |  |  |
| Notice period required for resignation from present employment  現職離職通知期 | | | Present / Last Basic Salary  現職 / 近職基本月薪 | |
| Earliest date available if appointed  如獲聘用可到任日期 | | | Expected Salary  預期薪酬 | |

V. OTHER INFORMATION 其他資料

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| Please state any other relevant skills which will support your application (e.g. computer skills, language proficiency, Chinese and English typing speed, etc.) 請詳列與此應徵職位有關之其他專長 (如電腦知識、通曉語言、中英文打字速度等) |

VI. DECLARATION OF CRIMINAL CONVICTION AND PROFESSIONAL DISQUALIFICATION RECORD

**刑事定罪及註銷專業資格紀錄聲明**

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| I declare that (***please delete whichever inappropriate***):  本人作以下之申報 (***請刪去不適用者***)：   1. I have been / have not been convicted of any criminal offence (including sexual offence) in a court of law in Hong Kong, overseas or elsewhere.   本人從未/曾經因任何刑事罪行(包括性罪行)被香港、海外或其他地方的法庭定罪。   1. Particulars of the offence(s), conviction(s) and the penalties imposed, or the status of the prosecution(s) are provided as follows (if applicable):   所牽涉的罪行、裁決及懲罰, 或有關罪行及檢控的情況，現詳列如下(如適用)：           1. My Teacher / Professional Registration has / has not been de-registered or my registration application has / has not been rejected.   本人的教師 / 專業登記曾經 / 未曾被註銷 / 或曾經 / 未曾被拒絕申請。   1. I have / have not been under the investigation of professional misconduct allegation(s) by another professional institutions or the Hong Kong Education Bureau.   本人未曾 / 曾經因為專業操守失德而被其他專業學院或香港教育局調查有關指控。   1. If you have involved in the incident(s) regarding the above question(s) no.3 and / or no.4, please indicate the incident(s) as below (if applicable):   如 閣下有牽涉問題3及或問題4之事件，請詳述有關事件及日期(如適用)：        (Note: (1). The employment offer is conditional upon candidate having no recorded convictions for sexual offences as delineated  under the Sexual Conviction Record Check Scheme administered by the Hong Kong Police Force. (2). A criminal conviction or  prosecution may not inherently prevent consideration for employment. Gratia Christian College may reserve the right to request  additional information from the candidate concerning any conviction or prosecution during the recruitment process. Any offer of  appointment may be made conditional upon the provision of record(s) free of convictions. (3) In the event of any professional  disqualification or denial of a registration application, the evaluation of the employment application shall be conducted on an  individual case-by-case basis.)  (備註: (1) 申請者在正式獲聘用前，必須遵守香港警務處實施的性罪行定罪紀錄查核，確定無查核機制涵蓋之性罪行定  罪紀錄。(2) 若申請者有刑事定罪紀錄或被檢控，不一定構成不被聘任之條件。宏恩基督教學院可能在招聘過程期間向  申請者索取有關定罪或被檢控的更多資料，確定申請者無定罪紀錄後，方給予聘約。(3) 若申請者有專業操守失德或註冊  申請被拒絕，或按個別情況予以評估有關職位的申請。) |
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VII. DECLARATION **聲明**

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| I declare that the information given above, my curriculum vitae and relevant documents as attached are correct and complete to the best of my knowledge. I agree to produce the originals of all identification, qualification, remuneration and other relevant documents as required by the College for verification. I understand that if I knowingly supply false information or withhold any relevant information, Gratia Christian College has the right to rescind any verbal/written offer of appointment and I shall render myself liable to dismissal even when I have been eventually appointed by the College.  本人謹聲明以上所提供之資料、所附履歷表及相關文件均屬真實並為完整，並同意提供有關本人身份、資歷、薪酬及其他相關文件之正本予院校查核。本人明白倘若故意虛報資料或隱瞞任何相關資料，宏恩基督教學院可取消已發出之口頭或書面聘約，或縱使本人已獲聘任仍會被解僱。   |  |  |  | | --- | --- | --- | |  |  |  | | Applicant’s Signature 申請者簽署 |  | Date 日期 | |
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