

**東灣莫羅瑞華學校**  
**Tung Wan Mok Law Shui Wah School**  
**非教學職位申請表**  
**Job Application Form for Non-teaching Staff**

機 密  
Confidential

應徵職位 Post applied for : \_\_\_\_\_

**申請者須知 Notes to Applicants:**

閣下所提供的資料將會用作招聘事宜上。若閣下獲取錄後，個人資料將用於人事有關的用途上。請確保提交的資料完整及正確。如果資料有誤，本校將不能處理閣下之申請。本校會將閣下的資料嚴格保密，但可能會轉交與招聘事宜有關的個人或部門查閱。閣下的資料或會用作其他職位甄選之用。未獲取錄者，資料將於招聘程序完畢後存檔 3 個月。閣下有權向本校提出查閱及／或更改個人資料的要求。若閣下欲更改或查詢此份申請表內的個人資料，請與本校校務處聯絡。

The personal data collected about you will be used for the purpose of recruitment. In the event that your application is successful, your personal data will be used for the purposes of personnel. Please make sure that the data are complete and accurate. If the data provided are inaccurate or incomplete, the School may not be able to process your application. The School will keep your personal data confidential but may need to disclose them to other persons for recruitment purpose. Your personal data may also be used for the purpose of recruitment for a similar or different post. Should your application be unsuccessful, the School will normally retain your personal data for 3 months from the date of rejecting your application. You have the right to make access to personal data held on you by the School and to have any inaccuracies in such data corrected. For correction of or access to personal data submitted for the purpose of this application, please contact the School Office.

\*(請在合適方格內加上✓) (Please ✓ where appropriate)

**1. 個人資料 Personal Particulars:**

姓名(中文) \_\_\_\_\_ (英文) \_\_\_\_\_ 性別 \_\_\_\_\_  
 Name : (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_ Sex: \_\_\_\_\_  
 出生日期 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日 身份證／護照號碼 \_\_\_\_\_  
 Date of birth : \_\_\_\_\_ Y \_\_\_\_\_ M \_\_\_\_\_ D HKID/ Passport No : \_\_\_\_\_  
 地址 \_\_\_\_\_  
 Address : \_\_\_\_\_  
 住宅電話 \_\_\_\_\_ 手提電話 \_\_\_\_\_  
 Residential Telephone No.: \_\_\_\_\_ Mobile Phone No.: \_\_\_\_\_  
 電郵地址 \_\_\_\_\_ 有效的\* 社工註冊編號 / 教師註冊編號  
 E-mail Address: \_\_\_\_\_ Valid\* ☐ Social Worker Registration Number ☐ Teacher Registration No.: \_\_\_\_\_

**2. 學歷 Academic Qualifications:** (如有需要請另紙書寫 Use a separate sheet if necessary)

學校名稱 School/College/University/Institute	畢業日期 Date of Award 月 M/年 Y	證書／文憑／學位 Certificate/Diploma/Degree obtained	主修及副修 Major & Minor	
中學 Secondary				
大學 University				
其他 Other				

**3. 工作經驗 Work Experience:** (如有需要請另紙書寫 Use a separate sheet if necessary)

機構名稱 Institute	由 From 年 Y/月 M/日 D	至 To 年 Y/月 M/日 D	職位 Position	全職／兼職 Full/Part Time	月薪 Monthly Salary

**4. 其他專長(如有) Other Strength(s) (if any):**

\_\_\_\_\_

5. 親屬或好友屬本校之校董會成員或職員，請提供姓名(如有) Please declare if you have any friends or relatives working in Tung Wan Mok Law Shui Wah School (if any)

\_\_\_\_\_

6. 有效的性罪行定罪記錄查核密碼(如有) Valid SCRC Code (if any): \_\_\_\_\_

7. 諮詢人 Referee:

閣下是否同意本校向閣下的前任僱主查詢閣下的工作表現，包括就閣下前任僱主所知，閣下是否正被調查有關專業失德的指控？

Do you agree that the school could consult about your performance, including to the best of your previous employer's knowledge, you are being investigated over professional misconduct allegations?

☐同意 Agree ☐不同意 Disagree

如閣下同意，請提供有關聯絡資料。Please provide details below.

諮詢人姓名 Name	機構及職位 Position & Organization	電話 Telephone
1.		

8. 其他 Others:

閣下是否曾遭取消 / 拒絕教師註冊，或就你所知是否正被學校 / 教育局調查有關閣下專業失德的指控？如有，請提供詳情。如不適用，請填上「無」 Have you ever previously been refused or cancelled your registered or permitted teacher status or you are being investigated by school or the EDB over professional misconduct allegations to the best of your knowledge? (If any situation applies, please give details. If not write "NIL".)

\_\_\_\_\_  
\_\_\_\_\_

閣下是否曾在香港或其他地方被裁定干犯刑事罪行，或就你所知是否涉及任何在進行中的刑事訴訟或調查，包括但不限於被警方逮捕或拘捕？(如有，請提供詳情。如無該記錄，請填上「無」) Have you previously been convicted of any criminal offence in Hong Kong or elsewhere, or are involved in any ongoing criminal proceedings or investigations (including but not limited to arrest or apprehension by the police) to the best of your knowledge? (If any situation applies, please give details. If there is no such record, please write "NIL".)

\_\_\_\_\_  
\_\_\_\_\_

閣下是否同意本校可以向教育局申請將閣下的教師註冊資料向學校發放（包括擬聘用閣下的教師註冊是否有效、閣下的教師註冊/申請曾否遭取消/拒絕、曾否就教師註冊收到教育局發出的譴責/警告/勸喻信或需要教育局審視閣下註冊資格的情況）? Do you agree that the school could apply to the EDB for releasing information regarding your registration status (including information on validity of the potential appointee's teacher registration status, whether the registration/application has been cancelled/refused, and whether reprimand/warning/advisory letter has been issued in connection with the teacher registration or circumstances that warrant EDB's examination of your registration status)?

\_\_\_\_\_  
\_\_\_\_\_

9. 期望薪酬 Expected salary HK\$ \_\_\_\_\_

10. 聲明 Declaration:

本人，\_\_\_\_\_，謹此聲明以上所提供的資料均屬真實及所附證明文件皆為真確副本。本人明白倘若故意虛報資料、提供假文件或隱瞞重要事實，東灣莫羅瑞華學校可取消已發出的口頭或書面聘約或縱使已獲聘任，亦可被解僱，本人亦可能面對被刑事檢控的嚴重後果。

I, \_\_\_\_\_, declare that the information given above is correct and complete to the best of my knowledge and belief. I also declare that all the documents provided by me in connection with this application are true copies. I understand that if I willfully given any false information or copies of documents, or withhold any material information, Tung Wan Mok Law Shui Wah School shall have the right to rescind any verbal/ written offer of appointment and I shall render myself liable to dismissal if I am appointed to the service of Tung Wan Mok Law Shui Wah School. I may even be subject to the dire consequences of criminal prosecution.

申請人簽署

日期

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

本欄由校方填寫 Official Use Only:

申請人性罪行查核結果：查詢日期：\_\_\_\_\_查詢密碼：\_\_\_\_\_

查詢結果：☐無性罪行犯罪記錄 ☐有性罪行犯罪記錄