



MU KUANG ENGLISH SCHOOL

55, Kung Lok Road,
Kwun Tong, Kowloon

Tel: 2341 2932

2345 3475

Fax : 2343 4854

Teaching Staff Application Form

Post Applied for: _____

Subject Area: _____

I. PERSONAL PARTICULARS

Surname	Dr/Mr/Mrs/Ms	First Name	Name in Chinese		Photo
Date of Birth (DD/MM/YY)		Age	Sex	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married with ____ kids	
Nationality		*Hong Kong Identity Card/Passport Number			
Telephone Number	Work	Home	Mobile	Fax	
Correspondence Address				E-mail Address	
Teacher Registration Number (PT / RT)					

II. WORKING EXPERIENCE (IN REVERSE CHRONOLOGICAL ORDER)

Please indicate if it is a part-time job

Dates (MM/YY)		Name of Organization/Employer	Position Held	Name of Work/Duties
From	To			



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V. DETAILS OF PRESENT/LAST EMPLOYMENT

*Present/Last Basic Monthly Salary:	Expected Salary: _____ per month
Notice Period Required for Resignation:	Date Available: _____

1. Reason for leaving last school / company:

2. Subjects & Level able to teach:

3. Extra-curricular activities willing to take up:

VI. REFEREES

a. Please enter below the names and addresses and professional status of two persons who have agreed to act as referees with regard to your work. The School may seek confidential reference on you once you are shortlisted for further consideration.

Name _____ Position Held _____

Organization _____

Address _____

Name _____ Position Held _____

Organization _____

Address _____

b. In the event of an offer of appointment, the School will approach your employer to confirm details of your present/last employment. Please provide the particulars of the contact person of your *latest employer below:

Name _____ Position Held _____

Organization _____ Telephone _____

Email _____ Fax Number _____

Address _____

Note: You will be duly advised before your latest employer is approached.



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VII. DECLARATION

I declare that the information and documents provided in support of this application are, to the best of my knowledge, accurate and complete and understand that my application will be disqualified if any information or document provided is found to be false. I hereby give my consent to Mu Kuang English School to contact my personal referees as provided in Section VI above to comment on my suitability for the post applied for.

Date _____

Signature _____

Declaration by applicant: (please ✓ the appropriate box)

I understand that

- Job application will not be considered if I refuse to disclose the necessary information in this application;
- Employment offered may be terminated if I intentionally provide false information and/or withhold any material information in this application.

I hereby *give/do not give consent to Mu Kuang English School to consult my previous employers about my job performance and/or reason(s) of leaving.

To my knowledge, I know/do not know* any staff who is presently working in the school.

(If yes, please specify _____
_____).

Signature of applicant

Date