



# 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			

For Office Use 1





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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

1. whether my registered teacher or permitted teacher status has been cancelled/refused;
2. whether I have been convicted of any criminal offence in Hong Kong or elsewhere;
3. whether I am involved in any ongoing criminal proceedings or investigations (including but not limited to arrest or apprehension by the police); and
4. whether I am being condemned/warned/dissuaded in writing by the EDB over professional misconduct allegations to the best of my knowledge; and
5. whether EDB has issued reprimand/warning/advisory letter due to my professional misconduct to the best of my knowledge.

I declare, to my knowledge, that I \*have/have not committed or been convicted of any of the above-mentioned deeds, offences or allegations.

Signature of applicant: \_\_\_\_\_

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;

I hereby \*give/do not give consent to Mu Kuang English School to apply to the EDB for releasing information regarding my registration status.

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