



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. (If “have”, please explain: _____)

_____)

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. (If “do not give”, please explain: _____)

_____)

I hereby *give/do not give consent to Mu Kuang English School to apply to the EDB for releasing information regarding my registration status. (If “do not give”, please explain: _____)

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