



**G.T. (Ellen Yeung) College**  
**Secondary Section**

**Non-teaching Staff**  
**Application Form**

優才(楊殷有娣)書院  
**G.T.(Ellen Yeung)College**  
10, Ling Kwong Street  
Tiu Keng Leng  
Tseung Kwan O  
Tel : (852) 2535-6867  
Fax: (852) 2623-6550

For Office Use

**Post Applied:** \_\_\_\_\_

**A. PERSONAL PARTICULARS**

Title <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms		Name in English		Name in Chinese		Recent Photo
Date of Birth (Day/Month/Year)		Age	Gender	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married with ____ kids		
Nationality		<input type="checkbox"/> Hong Kong Identity Card <input type="checkbox"/> Passport Number				
Telephone Number	Home	Mobile	Work	Fax		
Correspondence Address				E-mail Address		
Permitted Teacher Reference Number (If applicable)		Teacher Registration Number (If applicable)			Religion	

**B. WORKING EXPERIENCE (IN CHRONOLOGICAL ORDER)**

Dates (Month/Year)		Name of Organization/Employer	*Position Held	Nature of Work/Duties
From	To			

*Note.* \*Please indicate if it is a part-time position

**C. EDUCATION AND ACADEMIC QUALIFICATIONS (IN CHRONOLOGICAL ORDER)**

Dates (Month/Year) (Please state if Part-time)		Full Name & Location of <b>Secondary &amp; Tertiary</b> Education Providers	Field of Study	Abbreviation (e.g., B.A, Ph.D)	Qualifications Obtained (Pls. indicate the abbreviation before description)	Date of Award (Month/Year)	Copy Verified (For Office Use)
From	To						

**D. PUBLIC EXAMINATION RESULTS**

*Subjects	Hong Kong Examination Authority		Overseas Examination Board (Please specify)	
	Please specify: <input type="checkbox"/> HKCEE <input type="checkbox"/> HKDSE	Please specify: <input type="checkbox"/> HKDSE <input type="checkbox"/> HKALE		
Chinese Language				
English Language				
Mathematics				

*Note.* \*Please fill in all subject names in the column, and write the subjects taken in secondary school and specify the grading, (e.g., A, B, C ...) obtained in the public examination. If you have not attended any of the above examination(s), please leave the box(es) blank.

**E. SUPPLEMENTARY INFORMATION**

Expected Salary    HK\$ _____ per month	Date Available (Day/Month/Year) _____
Others _____	

**F. REFEREES**

a. Please enter below the names, addresses, and professional status of two persons who have agreed to act as your 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	_____	Telephone Number	_____
Address _____			

  

Name	_____	Position Held	_____
Organization	_____	Telephone Number	_____
Address _____			

**G. DECLARATION**

a. Have you ever previously been convicted of a criminal offence in Hong Kong or elsewhere, or involved in any ongoing criminal proceedings or investigations to the best of your knowledge, including but not limited to arrest or apprehension by the police? ☐ Yes ☐ No

Do you give consent to/agree to :

b. The School to consult your previous employers about your performance, including whether, to the best of your previous employers' knowledge, you are being investigated over professional misconduct allegations? ☐ Yes ☐ No ☐ Not Applicable

c. Voluntarily submit application to the Sexual Conviction Record Check (SCRC) Office of the Hong Kong Police Force to undergo the SCRC, and authorize the School to access the check result through the Auto-Telephone Answering System? ☐ Yes ☐ No

I declare that the information and documents provided in this application are, to my best knowledge, accurate and complete. I understand that my application will be disqualified if any information and document provided is found to be false. I hereby give my consent to G.T. (Ellen Yeung) College to contact my personal referees as provided in **Section F** to comment on my suitability for the post applied for.

Signature \_\_\_\_\_ Date \_\_\_\_\_

All information provided will be treated as confidential and will only be used for recruitment purpose.