

APPLICATION FOR PART-TIME TEACHING POSTS
兼職教學申請

Teaching Subject(s) 教授科目 _____

APPLICATIONS FOR EMPLOYMENT 申請書注意事項

- Notes : (a) Please complete every item below and ensure that the information provided is accurate. If there is insufficient space, please give details on a separate sheet to be attached to this application.
各項資料必須正確填寫。如表格上空格不敷應用，請附另頁詳列有關資料。
- (b) Photocopies of academic credentials/professional qualifications should be attached to this application form. Do not send any originals of diplomas/certificates or other qualification documents.
請附上學歷/專業資格證書副本。請勿寄上任何證書正本。
- (c) The information provided will be used for appointment to the Academy and other employment-related purposes. It may be provided to internal departments or outside agencies authorised to process the information for purposes relating to appointment. Information on unsuccessful candidates will be destroyed if it is no longer required after completion of the recruitment exercise.
申請人所提供的資料，將用作招聘或其他與僱傭有關事宜，並會提供學院有關部門或其他處理招聘事宜之人士查閱。未獲取錄的應徵者資料，在甄選過程完畢後，若無需保留時即將全部銷毀。
- (d) For correction of or access to personal data after submission of this application, please contact the Human Resources Office of the Academy.
如欲更改或查閱所呈交之個人資料，請聯絡本學院人力資源處。

A. Personal Particulars 個人資料

Surname 姓氏 _____ Given Names (in full) 名字 _____

Name in Chinese 中文姓名 _____ Chinese Name in Code 中文姓名電碼 _____

Title : *Dr 博士 / Mr 先生 / Mrs 太太 / Ms 女士 / Miss 小姐 Date of Birth 出生日期 _____ Place of Birth 出生地點 _____

*HKID Card No. / Passport No. 香港身份證號碼 / 護照號碼 _____ Nationality 國籍 _____

Residential Address 住址 _____

Residential Telephone 住所電話 _____ Mobile Phone 流動電話 _____

Office Telephone 辦事處電話 _____ E-mail Address 電郵地址 _____

Correspondence Address 通訊地址 _____

B. Education and Training (in chronological order) 教育及訓練 [按日期順次序列出]

| (Month / Year) 〔月 / 年〕 | | Institution of Learning / Training (including secondary schooling) 曾就讀之學校 / 訓練機構 〔包括就讀之中學〕 | Qualifications obtained with classification if any 所獲學歷及證書 | Date Obtained (Month / Year) 獲取日期 〔月 / 年〕 |
|---------------------------|------|---|--|--|
| From 由 | To 至 | | | |
| | | | | |

C. Professional Qualification / Membership 專業資歷

| Name of Professional Body 專業團體名稱 | Qualification / Award 所獲專業資格 | How obtained (e.g. by examination, election) 如何獲取 〔如考試，推選〕 | Date Obtained (Month / Year) 獲取日期 〔月 / 年〕 |
|-------------------------------------|---------------------------------|---|--|
| | | | |

D. Employment Record (in chronological order) 就業詳情 (按日期順次序列出)

| (Month / Year) 〔月 / 年〕 | | Name of Employing Organization 工作機構名稱 | Full-time / Part-time 全職或兼職 | Position Held and Duties 職位及工作簡述 |
|---------------------------|------|--|-----------------------------------|-------------------------------------|
| From 由 | To 至 | | | |
| | | | | |

Present Salary Scale 目前工作薪級 _____

Present Salary 目前工作薪金 _____

E. Availability 可到任日期 / 時間

If appointed, when would you be able to assume duty? 如被錄用，最早可於何時就任? _____

Number of hours you would be able to teach per week 每星期可任教的小時 _____ hours 小時

Your preferred teaching time is 所選擇的教學時段是 _____

F. Additional Information 附加資料

Please provide any further information about yourself which may support your application.
如有附加資料有助 台端之申請，請於下面填寫。

G. Declaration 申請人聲明

I understand that if I wilfully give any false information or withhold any material information, I shall render myself liable to dismissal if I am appointed to the service of The Hong Kong Academy For Performing Arts.
本人明白倘故意虛報資料及隱瞞事實，即使已獲香港演藝學院錄用，亦可遭即時解僱。

Date 日期 _____

Signature 簽署 _____

* Delete as appropriate 請將不適用之部份劃去