



NING PO NO. 2 COLLEGE

寧波第二中學

For Office Only

Applicant's No. : _____

Date Received : _____

Application for Employment

(Applicable to applicants for part-time instructor or coach positions only)

Position Applied for		Date Available		Expected Salary	
Personal Particulars					
Name in Chinese			Gender		Recent Photo
Name in English					
HKID No. / Passport No.					
Date of Birth (dd/mm/yyyy)		Place of Birth			
Nationality		Marital Status			
Residential Tel. No.		Mobile Phone No.			
E-mail address					
Residential Address					
Academic Qualifications					
Date (mm/yyyy)		Organisation	Qualification Obtained	Full Time/ Part Time	Date Awarded
From	To				
Other Professional Qualifications					
Date (mm/yyyy)		Organisation	Certificate Obtained		
From	To				

Employment History				
Date(mm/yyyy)		School / Organisation	Position Held	Monthly Salary (HKD)
From	To			

1. Have you ever had any criminal record, or been convicted of any offense in a court of law in Hong Kong or elsewhere? ☐ Yes ☐ No
2. Have you ever been the subject of any criminal proceedings in Hong Kong or elsewhere? ☐ Yes ☐ No
3. Have you ever been found guilty of any professional misconduct in Hong Kong or elsewhere? ☐ Yes ☐ No
4. To the best of your knowledge, are you currently under investigation by any school or the Education Bureau (EDB) for allegations of professional misconduct? ☐ Yes ☐ No

Referees			
Name	Tel. No.	Current Organisation	Position Held

Declaration & Personal Data Collection Statement
<p>I declare that the information provided in this application form is true and complete to the best of my knowledge. I understand that any misrepresentation or willful omission of facts will be sufficient cause for the cancellation of my application or immediate termination of my employment.</p> <p>The personal data collected in this form will be used to process your job application. You are required to provide the requested information. If the information provided is insufficient, the school may not be able to process your application. You have the right to access and correct your personal data in accordance with the Personal Data (Privacy) Ordinance. For inquiries, please contact the school.</p>

Signature of
Applicant: _____ Date: _____