Staff Application Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position Applied: |  |  |  | |
| Expected Monthly Salary: | HK$ |  | Date Available: |  |
| Preferred School/s: | Generations Christian Education | | Island Christian Academy | |
| (Please tick) | Small World Christian Kindergarten | | Norwegian International School | |

**Part A - Personal Information**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  | | | | |  |  | | |
| (SURNAME) | | | (First) | | | | | | (Others) | | |
| Aliases or other name(s) used: | | | |  | | | | | (if any) | | |
| Name in Chinese: | | | |  | | | (if any) | | HKID: | |  |
| Phone No.: | | | |  | | | | | Skype: | |  |
| Citizenship: | | | |  | | | | | |  | |
|  | |
| Secondary Citizenship: | | | |  | | | (if any) | | |
| Email: | | | |  | | | | | |
| Residential Address: | | | |  | | | | | |
|  | | | | | | | | | |
| Home / Correspondence | | | |  | | | | | |
| Address: | | | |  | | | | | |
|  | | | | | | | | | |
| (If applicable) |  | | | | | | | | | | |
| Passport No.: |  | | | |  | Date of Expiry: | | | /       / | | |
| Type of Visa: |  | | | |  | Date of Expiry: | | | /       / | | |

**Part B - Personal Activities**

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| --- | --- |
| Social/ Community Groups: |  |
| Other hobbies/ interests/ musical instruments: |  |
| Other relevant information/ background: |  |

If a detailed CV that includes both history of education and work experience is submitted, no need to fill in Part C and D below.

**Part C - Education & Training History**

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| --- | --- | --- | --- |
| Name of Schools/ University/ Institutions | Start Date | Completion Date | Qualification |
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\*\*For Teachers:

Teaching qualifications are proven valid by the HKCAAVQ [www.hkcaavq.edu.hk]?  Yes  No

|  |  |  |
| --- | --- | --- |
| Certification | Issue Date | Expiry Date |
|  |  |  |
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**Part D - Work Experience**

(Please provide detailed information to all the positions held)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Company/ Organisation | Country | Start Date | End Date | Full-time/  Part-time | Position Held | Reason for Leaving | Curriculum Experience  (Yes/No) |
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Note: All teachers are required to provide documents in relation to their teaching experience.

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| Explanation for any gaps in work history: |
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**Part E - Other Relevant Experience**

(E.g. volunteer work, teaching outside of school)

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| --- | --- | --- | --- | --- |
| Name of Company/  Organisation | Start Date | End Date | Nature | Position Held |
|  |  |  |  |  |
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**Part F - Questionnaire**

Please answer the following questions on a separate sheet/ page:

1. Please tell us about your faith journey.
2. What special contribution(s) do you think you can bring from your past experiences? For example, you may describe your gifts and strengths – spiritual, personality and character.
3. What are your top three character strengths and virtues?

**Part G - Referees**

Please provide the information of three persons who can act as a referee for you.

(At least one from a Church Leader if applicable, two from past employers; if you do not have a Church Leader, please provide all from past employers).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Relationship: |  |
| Address: |  |  | Telephone: |  |
|  | |  | Email: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Relationship: |  |
| Address: |  |  | Telephone: |  |
|  | |  | Email: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Relationship: |  |
| Address: |  |  | Telephone: |  |
|  | |  | Email: |  |

**Part H - Declaration**

I declare that I have never been arrested for any child molestation or related offenses.

I also declare that all information given in and provided with this application is true and complete and acknowledge that any agreement of employment or subsequent employment may be terminated immediately for misrepresentation.

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: | /       / |

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Thank you for your interest in the ministries of Generations Christian Education.

Please provide us the below documents in considering your application.

1. A completed and signed Staff Application Form (incl. Passport photo)

2. A copy of the CV (incl. copy of Academic Transcript/s, Diplomas & Certificates)

3. A copy of the Teacher Registration & HKCAAVQ Assessment Report

(for full-time teacher applicants only)

4. A copy of the HKID (if applicable)

5. A copy of the Passport

6. A copy of the Work Visa

7. A copy of all Employment Verification Letters

8. A separate Response Sheet to Questionnaire on page 3

9. A signed Declaration on the last page of Staff Application Form