



G.T. (Ellen Yeung) College
Secondary Section

Office Staff/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

Post Applied: _____

Personal Particulars

Name (in English)				Recent Photo	
Name (in Chinese)					
HKID Card Number					
Date of Birth (Day/Month/Year)		Age			
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married with _____ kids	Nationality		Gender	
Contact number	(Mobile)		(Home)		
E-mail address					
Address					

Working Experience

Duration of Work (MM/YY-MM/YY)	Name of Organization/Employer	Position Held	Last Salary (HK\$)

Education and Academic Qualifications

Duration of Study (MM/YY-MM/YY)	Name of Institute	Qualification obtained	Date of Award (MM/YY)	Verified copies (Office use)

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.

Supplementary Information

Expected Salary	HK\$	per month	Date Available

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

b. Do you give consent to / agree to :
 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.

Signature _____ Date _____

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