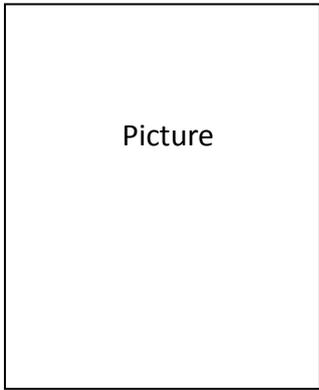




Isabella Education Centre
伊紗貝拉教育小天地



Picture

Room 2117, Fortune Commercial Building, 362 Sha Tsui Road, Tsuen Wan, N.T.
 Telephone No.: **6092 0787**

STAFF APPLICATION FORM

Part 1: Personal Details:

Name(Eng) : _____ (Chi)/(中文) : _____ (if any)

Sex : _____ Date of Birth : _____

HK Identity Card No. _____ Passport No. _____

Address : _____

Contact number : _____

Email Address: _____

Part 2: Personal Education and Certifications

INFORMATION REGARDING YOUR EDUCATIONAL EXPERIENCE:

<u>SCHOOL NAME/LOCATION</u>	<u>MAJOR / MINOR DEGREE</u>	<u>DATES ATTENDED</u>

Part 3: Employment History

BEGINNING WITH YOUR CURRENT EMPLOYER, PLEASE LIST YOUR LAST THREE JOBS:

<u>MONTH/YEAR</u>	<u>NAME OF EMPLOYER</u>	<u>DISTRICT OF EMPLOYER</u>	<u>POSITION</u>	<u>SALARY</u>
From _____ To _____				
From _____ To _____				
From _____ To _____				

Part 4: Put ticks on the following boxes to show your availability for teaching in our centre

(For part-time applicants only)

Dates Available	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10:00-12:00						
12:00-15:00						
15:00-18:00						

Part 5: Show your teaching preference

Which courses do you believe best suit your skills, abilities and gifting?

- Phonics Playgroup Reading Skills Training Theme Based Learning
Cambridge English YLE Solo Verse Speaking Training Others_____

Part 6: Please answer the following questions with Yes or No:

- 1. Are you eligible to work in Hong Kong?** Yes/No
- 2. Does your name appear on any Sex Offender Database in any country?** Yes/No
- 3. Have you ever been accused or charged with a crime or incident involving a child, the elderly or the disabled?** Yes/No
- 4. Have you ever been charged with a crime or misconduct at your workplace?** Yes/No

Part 7: Reminders for Applicants

- Applicant is required to submit by post or in person the completed application form to the Office of Isabella Education Centre, Room 2117, Fortune Commercial Building, 362 Sha Tsui Road, Tsuen Wan, N.T.Hong Kong, together with the photocopy of the following documents:
 - ✧ Identity card or passport;
 - ✧ Three identical formal photographs with name written at the back; and,
 - ✧ Certificates of relevant education and teacher training.
- Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hongkong Post.
- Applicant is normally required to attend an interview with the processing officer.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

PRINTED NAME:_____

SIGNATURE:_____

DATE:_____

For centre use only

Date received :_____

To be employed: Yes/No

Start Date:_____

Received by (staff):_____

