

APPLICATION FOR EMPLOYMENT AS A TEACHER

NOTES FOR APPLICANTS:

- Applications should be typed or completed clearly in English using black ink.
- Please ensure that all information is accurate, and do not send any originals of certificates/qualifications at this stage. If there is insufficient space, please provide details on a separate sheet or sheets to be attached to this application.
- The information provided will be treated in the strictest confidence and used only for the purpose of appointment for the position covered by this application. For this purpose, information contained on this form may also be disclosed to organizations authorised to process the information for appointment, e.g. qualification and health assessments, immigration and integrity checking. Applicants who wilfully withhold relevant information or provide false information will be liable to invalidation of any offer of employment or dismissal from employment without notice nor any compensation or may face criminal prosecution. Information on all unsuccessful applicants will be destroyed one year after the recruitment process.

Title (Dr, Mr, Mrs, Miss, Ms):	Surname/ Family Name:	Given Names:	
Name in Chinese (if any):		Gender/Sex:	
Nationality (ies):	Place of Birth:	Photo (Optional)	
Date of Birth (mm/yyyy):	Present Country of Residence:		
Passport Number (first 4 digits):	HKID Card Number (first 4 digits)		
Permanent Address:			
Correspondence Address (if different from above):			
Work Phone:		Home Phone:	
Work Fax:		Home Fax:	
Work E-mail:		Home E-mail:	
First language:	Other languages spoken:		
Marital Status (Single / Married / Judicially Separated / Divorced / Widow(er) / Civil Partnership):	Name of Legal Spouse:		
	Nationality of Legal Spouse:		
Position Applied for:			
Please state where (name of newspaper, journal, website) you learned of this vacancy:			

EDUCATION AND TRAINING:

Please give the names and full addresses of schools, colleges, universities or training organizations attended, including full or part-time courses. For qualifications obtained such as Degrees, Diplomas, and Certificates, please specify the field of study/subjects passed, and level obtained (e.g. Grade, Pass, Credit, Distinction, Class, Division, etc).

Date (month/year)		School, College, University or Training Organisation Attended	Full or Part-Time	Qualification Obtained	Date of Award
From	To				

Present Employer and Position:

Annual salary (state last salary if presently unemployed):

Period of notice of resignation required by your current employer:

FULL EMPLOYMENT RECORD:

Please give the names and full addresses of schools, colleges, universities or training organizations where you have taught, and other places of employment, in chronological order (most recent/present position first).

Date (month/year)		Name and Address of Organisation, and nature of business if not a school.	Full or Part-Time	Position Held	Subjects Taught <i>(Mark with * if taught for the IB Diploma)</i>
From	To				

List any factors, such as large pets, disabilities, dependent relatives, etc, that may affect accommodation requirements living on the College campus:

Note that applicants with a disability are considered on equal terms with other applicants and suitability for employment will be assessed in a fair and impartial manner.

Names of Children (please list)	Gender/Sex	Date of Birth (dd/mm/yyyy)	Nationality (ies)

Identify any ways in which you may be able to contribute to and enhance the Mission Statement of the United World Colleges (www.uwc.org) through:

(a) Academics:

(b) Education Outside of the Classroom:

(c) Student Welfare (Residence):

Applicants may submit a letter of application which should be no more than 2 side of A4.

Please provide the names, addresses and contact details of three referees from whom confidential references may be obtained by the College as part of this application process. If possible, one referee should be the applicant's current employer.

<u>Referee 1:</u>	<u>Referee 2:</u>	<u>Referee 3:</u>
Name:		
Relationship to Applicant:		
Period of time known to applicant:		
Present Position:		
Address:		
Phone number:		
E-mail:		

By applying for this position, I give the College my assurance that I have not:

- (a) been charged with a sexual offence or an offence against the person of a student or child; or
- (b) been dismissed from any previous employment on the grounds that I was involved in improper conduct of a sexual nature with a student or child; or
- (c) retired or resigned from any employment following allegations that I was involved in improper conduct of a sexual nature with a student or child; or
- (d) been advised by any employer that my name has been included on a list of those not to be employed in a child-related area of activity; or
- (e) been convicted of any criminal offence in Hong Kong or elsewhere; or involved in any ongoing criminal proceedings or investigations to the best of my knowledge, including but not limited to arrest or apprehension by the police; or
- (f) been cancelled/refused any teacher registration status in Hong Kong or elsewhere; or is being investigated by schools or any government departments over professional misconduct allegations to the best of my knowledge.

If you cannot give this assurance, you should not sign the acceptance. You may, however, wish to speak with the Principal about the relevant occurrence. If you sign the acceptance when you are not in a position to give such assurance, the school may terminate your employment without notice nor any compensation or you may face criminal prosecution.

I understand fully that the College can request all prospective employees to undergo the Sexual Conviction Record Check Scheme in Hong Kong and in their previous and current country of residence on a voluntary basis.

As a non-local job applicant (if relevant), I also understand that I shall provide a Certificate of No Criminal Conviction or other legitimate documents proof issued by my country of residence before commencement of employment.

I declare that I _____ (*please fill in either "am" or "am not"*) a relative or a friend of any staff working at Li Po Chun United World College of Hong Kong (Note: it is not a condition/barrier to appointment). If yes, please fill in the name(s) of staff here : _____.

I understand that if I wilfully give any false information on this application form and/or other related documents or withhold any relevant information, I shall render myself liable to dismissal without notice nor any compensation if I am appointed to the service of Li Po Chun United World College of Hong Kong, and may face criminal prosecution, if applicable.

I understand and accept that the information given above will be provided to organizations authorised to process the information for appointment as outlined on the first page of this application form.

I hereby give permission for the College to contact any of the three referees whose names and contact details are provided on this Application Form.

(Signature of Applicant)

(Date)

Personal Information Collection Statement

Why am I being given this Personal Information Collection Statement? (“PIC Statement”)

1. If you are being issued with this PIC Statement, you are either a participant in a recruitment process or are currently employed by Li Po Chun United World College of Hong Kong (“the College”). As part of the recruitment and employment process, it is necessary for you to supply us with your personal data. Therefore, in compliance with the Personal Data (Privacy) Ordinance (the “Ordinance”), we have issued to you this PIC Statement so you understand some essential matters about what we do with the personal data you have supplied.

What do I need to do?

2. Please review this PIC Statement, and acknowledge receipt by signing and returning a copy to us. If you have any queries please consult the Principal or the Director of Administration, whose contact details appear at the end of this PIC Statement.

Our commitment

3. The College recognises its responsibilities in relation to the collection, holding, processing and use of personal data of its job applicants and staff members under the Ordinance.
4. It is necessary for job applicants and staff members to supply the College with data about themselves and sometimes also their family members from time to time in connection with their employment or application for employment.
5. If you are unable to supply your personal data, we may not be able to operate effectively, process your application and/or make the necessary arrangements for your employment.

What types of personal data are collected?

6. Personal data will be collected only for lawful and relevant purposes. Some examples of data we may collect from you prior to and over the course of your employment are:
 - (i) Contact details and personal information, such as your name, home address, telephone numbers, email address, date and place of birth, residency, citizenship, Hong Kong Identity Card number or passport number and other similar information.
 - (ii) Compensation and benefits information relating to your compensation, benefits and pension fund arrangements.
 - (iii) Recruitment information, such as your curriculum vitae, educational background and third party references.
 - (iv) Employment administration information, such as employment and career history, information from background checks, photograph, termination details, absence records, leave records, health and safety records, sickness records, accident reports, performance information (including any appraisals or other internal communication regarding performance, training records, records of projects you have worked on, time and attendance management records and possible warnings and/or other disciplinary records).

- (v) Information of a technical nature, such as user IDs and passwords and other such technical information required for the provision of the College's internal IT systems and services.
- (vi) Data required to be collected under applicable laws including laws governing or relating to the operation of schools e.g. disclosure to immigration, education, audit and/or tax authorities. The College is bound to comply with such laws.
- (vii) Other information which you voluntarily provide in the course of employment in connection with a business purpose of the College.

How may the College use my personal data?

7. The personal data collected from you will be used for purposes related to your employment or prospective employment with us, including:
- (i) identification and determination of eligibility for employment in Hong Kong generally including immigration and integrity checking, and in particular qualifications relevant to your employment with the College;
 - (ii) the processing of your employment application;
 - (iii) assessing work performance, attendance and disciplinary record;
 - (iv) monitoring compliance with internal rules of the College;
 - (v) human resources management purposes, such as: the planning and implementation of staffing and training, promotions, transfers, and other career related matters; review, implementation and administration of staff benefits, and payroll administration;
 - (vi) reviewing salaries, other relevant benefits and accommodation allocation (if applicable);
 - (vii) providing employee references;
 - (viii) health and safety purposes; and
 - (ix) other purposes directly related to any of the above.

Who may we share your personal data with?

8. The College treats personal data as confidential. However, from time to time, we may disclose such information for administrative and educational purposes. Your personal data may be made available to:
- (i) authorised persons when the College is compelled to make disclosure under the statutory requirements, including, but not limited to, taxation and other government authorities in Hong Kong and elsewhere;
 - (ii) any agent, contractor or third party who provides administrative or other services to the College; examples of such persons include external auditors, medical practitioners, trustees, insurance companies, actuaries and any consultants/agents appointed by the College to plan, provide and/or administer employee benefits;
 - (iii) any actual or proposed purchaser of all or part of the operations of the College, for example if the College merges with another institution;

- (iv) any person with your consent including persons seeking employee references;
- (v) any person where the legitimate interests of the College requires disclosure;
- (vi) any agent or third party service provider who provides administrative, telecommunications, computer or other services to the College in connection with the overall school operation;
- (vii) any other person under a duty of confidentiality to the College including legal advisers, medical officers, counsellors which has undertaken or is otherwise required to keep such information confidential;
- (viii) school management, administrative and accounts staff of the College and your line manager(s) during the course of his/her employment;
- (ix) your personal data may be used, disclosed or transferred for any purpose directly related to your employment/prospective employment with the College.

Others

9. The College may include staff phone numbers or email contacts in College internal or external publications e.g. staff internal phone list, student address book as appropriate.
10. Photographing and filming of students, staff, their family members and visitors involved in College related activities, or for training or professional development purposes, may form part of the College's printed and electronic publications and specific education-related activities. Your personal data may also be made available to appropriate persons in our alumni organisations, sister organisations and to legitimate agencies of the wider United World Colleges movement, including the UWC International Office; if you do not agree to this point you must advise us now.

Access and correction of personal data

11. Under and in accordance with the terms of the Ordinance, you have the right to access and correct your personal data. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to students or where information has been provided in confidence.
12. A reasonable fee may be charged to offset the College's administrative and actual costs in complying with your access request.
13. Requests for access to personal data or correction of personal data must be addressed in writing to the Principal or the Director of Administration:

The Principal or
The Director of Administration
Li Po Chun United World College of Hong Kong
10 Lok Wo Sha Lane
Sai Sha Road
Ma On Shan, NT
14. If you are asked by the College to supply information about members of your family, you are requested to pass a copy of this notice to the relevant family member so that he/she is aware of his/her rights under the Ordinance.

15. Unless we have your consent, the College will not use your personal data for any reason other than the purposes for which the information was collected (or a directly related purpose).
16. The College will take all reasonable steps to protect your personal data against unauthorised or accidental access, processing, erasure or use.

Please sign and return a copy of this notice as acknowledgement of the terms contained therein.

I hereby acknowledge and consent to the above terms.

Signed _____

Date _____

Name _____