

APPLICATION FORM

Position Applied For:

NOTES TO APPLICANTS:

1. This application form should be typed or written in pen. Please use separate sheets for details or explanations if necessary.
2. Please complete all items in the application form in full. Failure to provide these data may affect the processing and outcome of your application.
3. A curriculum vitae, photocopies of certificates, transcripts, and other relevant documents to support information given in your application can be attached if necessary.
4. All information given in this form will be treated confidentially.
5. It is our policy to retain the personal data of all applicants for future reference for a period of no longer than twelve months. Thereafter, all information will be destroyed.
6. Under the Personal Data (Privacy) Ordinance, you may request for access to, and/or correction of your personal data in relation to your application. If you wish to do so, please write to Grace Christian Academy or via email to recruit@gca.edu.hk.

For Photo
(any size is applicable)

For Office Use

Shortlisted

Interviewed

Remarks

I learned of this vacancy from : Labour Department Friends Referrals Web Others _____

I. PERSONAL PARTICULARS

Last name:	Name in Chinese (if applicable):
First name:	Title: Miss /Ms. /Mrs. /Mr. /Dr. /Prof. /Rev.
HKID Card Number:	Date of Birth:
Passport No. & Working Visa (if applicable):	Home No. : _____
Address (in English):	Mobile No. : _____
	E-mail Address: _____
Mother-tongue:	Religion (if applicable):
Other spoken language(s):	Church (if applicable):

II. TESTIMONY (If you are a Christian, we appreciate that you share your salvation experience and relationship with God.)

III. EDUCATION (in chronological order)

Dates of Attendance (Month/Year)		Institution/College/University	Full-time/ Part-time	Qualification or Degree Obtained	Date of Award (Month/Year)
From	To				

IV. EMPLOYMENT HISTORY (in chronological order)

Dates (Month/Year)		Name of Organization	Full-time/ Part-time	Appointment Held and Nature of Duties
From	To			

V. FURTHER DETAILS ON CURRENT/MOST RECENT EMPLOYMENT

Length of notice of resignation to my present employer _____ / If appointed, earliest date available: _____

Present/Last basic salary: HK\$ _____ per month (_____ months per year)

Date of last salary revision: _____

Other allowances/benefits, e.g. contract-end gratuity, housing allowance, bonus:

Expected salary: HK\$ _____

VII. REFEREES

Two referees (one of which should be your present or recent employer whom you have served) who are able to comment on your suitability for the post applied. Grace Christian Academy will only contact the referees with your prior consent.

Name	Position Held and Organization/ Your Relationship with the Referee	Address, Contact No., and E-mail

VII. SEXUAL CONVICTION RECORD CHECK SCHEME (SCRC)

According to the guidelines of Education Bureau, the Academy has launched SCRC to safeguard the well-being of students and reserves the right of terminating the recruitment process if applicants refuse to undergo SCRC. For application of SCRC, you may visit <http://www.police.gov.hk/scrc>. Please attach your SCRC Unique Checking Code with your application.

VIII. DECLARATION

I declare that the information given in the application is correct and complete to the best of my knowledge. I understand that if I knowingly give false information or withhold any material information, **Grace Christian Academy** shall have the right to rescind any verbal/written offer of appointment and I shall render myself liable to dismissal if I am appointed by Grace Christian Academy.

Name: _____ Date: _____

Signature: _____