

For Office Use
 Date received
 Acknowledged

APPLICATION FORM FOR APPOINTMENT

1. Please complete this form in full to provide basic information in a standard format. You may, if you wish, attach a full curriculum vitae. For teaching/academic appointment, please give details of your academic achievement on separate sheets.
2. The information provided will be used for appointment to the School and upon appointment, for other appropriate purposes within the School. It might also be disclosed to parties authorised to process the information for appointment, e.g. for review by the recruiting unit, health assessments, announcement of new appointments. Your application may be referred to other unit(s) within the School for consideration of other suitable vacancy(ies). The School will retain your application for a maximum period of 12 months.
3. Please send the completed form under confidential cover to reach the Human Resources Team, HKU School of Professional and Continuing Education, 7/F, T T Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong by the closing date given in the advertisement.
4. Applicants not contacted within eight weeks from the closing date may assume that their applications are unsuccessful.

POST APPLIED FOR: _____ **Ref. No.:** _____

Title: Prof./Dr./Mr./Mrs./Miss/Ms Surname: _____ Given Name(s) (in full): _____

Name in Chinese (if applicable): _____ Date of Birth (optional): _____

HKID No.: _____ Passport No. & Country of Issue (only for applicants without HKID No.): _____

Residential/Correspondence Address: _____

Contact Telephone No.: _____ Office Telephone No.: _____

Confidential Fax No. (if any): _____ E-mail Address: _____

Education / Training Background (Please provide details in descending chronological order) :

Dates of Attendance (month/year)		School / Tertiary Institution	Qualifications Obtained, with Classification if any	Date of Award (month/year)
From	To			

Professional Membership (if applicable). (Please provide details in descending chronological order) :

Name of Professional Body	Name of Award	How it is Obtained (e.g. by examination)	Date of Award (month/year)

Relevant Skills e.g. Computer Skills, Language Skills, etc. (Please provide details):

Employment History (Please provide full details in descending chronological order):

Appointment Period (month/year)		Employer	Appointment Held and Major Job Duties (if part-time, please specify)
From	To		

Present/ Last Drawn Monthly Salary : _____ Incremental Date (if applicable): _____

If appointed, when would you be able to assume duty?/ Notice period to current employer: _____

References:

(a) Please give details of two referees in the following boxes after you have obtained their consent and provided them with a copy of your curriculum vitae.
 (b) At least one of your referees should have direct knowledge of your recent academic and/or working experience.
 (c) For teaching/academic posts, at least one of your referees should be able to comment on your teaching ability and contributions to teaching.

<p>1</p> <p>Name: _____</p> <p>Position: _____</p> <p>Company & Address _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Email/Tel. No. _____</p>	<p>2</p> <p>Name: _____</p> <p>Position: _____</p> <p>Company & Address _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Email/Tel. No. _____</p>
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Declaration:

a) I declare that the following relative(s) and/or close friend(s) of mine is(are) working in the School (please give the name(s) in full):

b) I certify that the information given in my application is correct and complete to the best of my knowledge. I attach _____ sheet(s) of supplementary information.

Date _____ Signature _____