

CONFIDENTIAL



APPLICATION FORM FOR APPOINTMENT

For Office Use

Date received

Acknowledged

1. Please complete this form in **BLOCK LETTERS** in full. You may, if you wish, attach a full curriculum vitae. For teaching/academic appointment, please provide details of your academic achievement on separate sheets.
2. The information provided will be used for appointment to the School. The information collected will be used for the purpose within the School after appointment. Your application will be retained for a period of up to 6 months for the purpose of appointment to other suitable vacancies in the School.
3. Please send the completed form by fax (852) 2540 3271 or by post to the Human Resources Team, HKU School of Professional and Continuing Education, 7/F, TT Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong by the closing date stipulated 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.: _____

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

Education Background (in descending chronological order)

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

Professional Membership (if applicable) (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.

Name and Initials _____

Employment History (in descending chronological order)

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

Present/Last Drawn Monthly Salary: _____ Expected Salary: _____

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

How did you learn about this vacancy?

Website: CareerTimes JobsDB SCMP HKU SPACE Homepage Others: _____

References

(a) Please provide details of two referees in the following boxes after you have obtained their consent.

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

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 provided in my application is correct to the best of my knowledge. I attach _____ sheet(s) of supplementary information.

Date _____ Signature _____