



滬江維多利亞學校
VICTORIA SHANGHAI ACADEMY

CIS ACCREDITED



APPLICATION FOR TEACHER

Note: The personal data collected in this application form will be used to assess the applicant's suitability to assume the job duties of the position to which he/she has applied and to determine the remuneration subject to selection for the position. The data held by VSA will be kept confidential but upon appointment the information will be retained and divulged to other relevant departments within VSA personnel-related administration. The personal data of unsuccessful applicants will be retained for future recruitment purposes for a period of two years. Applicants have the right to access and correct personal data held by the VSA. Requests for access to or correction of personal data should be made in writing and addressed to the Human Resources Department of VSA.

Fields marked with “*” are optional.

Section 1 : Personal Details		
Surname :	Given Name :	Name in Chinese (if any) (中文姓名):
Date of Birth:	*Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
Nationality :	First Language :	
Home Address :		
Home Telephone :	Mobile:	E-mail :
*Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married; *Number of Children: _____ Age(s): _____		
If you are currently staying in HK, please state your status:		
<input type="checkbox"/> HK Permanent Resident <input type="checkbox"/> Work Visa Holder <input type="checkbox"/> Dependent Visa Holder		
Do you have any criminal records? <input type="checkbox"/> No <input type="checkbox"/> Yes, please specify the details _____		
Have you ever had a safeguarding concern raised about you? <input type="checkbox"/> No <input type="checkbox"/> Yes		
I have read the VSA Safeguarding Policy https://www.vsa.edu.hk/about/safeguarding <input type="checkbox"/> No <input type="checkbox"/> Yes		
Teacher's Registration / Permit No. (if applicable): (Granted by:)		

Section 2 : Education and Qualifications (including Primary, Secondary and Tertiary Education)						
Qualifications	Name of Institution	Specialist/ Major Subject (s)	Date Commenced	Date Awarded	Please indicate	
					F/T	P/T

Other Professional Qualifications/Certificates	Awarding Body	Specialist/ Major Focus	Date Commenced	Date Awarded	Please indicate	
					F/T	P/T

Professional Training undertaken since qualifying including specific IB training. (Please state dates, duration and location)

Section 3 : Work Experience as a Qualified Teacher (in date order from current appointment)

Position Held	Full-Time / Part-Time (if PT, state fraction)	School Name and Address	Please "X" if it's IB School	Age Range/s Taught	Period of service		To be completed by VSA
					From (month /year)	To (month /year)	
Total							

Confirmed by: _____

Section 4 : Remuneration

Please state the remuneration package in your current / last # employment # Please delete as appropriate.

Monthly Basic Salary	No. of months per year	Other fixed Allowances / Fringe Benefits / Gratuity (Please specify)

Housing / Housing Allowance provided? No Yes Current contract expiry date: _____

Expected Salary (per month): _____

Section 5 : Referees

Please provide TWO professional present referees. By filling in the following information, you are giving your consent for Victoria Shanghai Academy to contact the referees.

A.	Name		
	Position		
	Company Name		
	Telephone	Email	
B.	Name		
	Position		
	Company Name		
	Telephone	Email	

I understand that if I willfully give any false information or withhold any material information in this application form, or fail to notify the recruiting department any subsequent change of information provided, it will render me liable to disqualification for employment or termination of employment, if already employed.

Signature: _____

Date: _____