



PO LEUNG KUK NGAN PO LING COLLEGE

保良局顏寶鈴書院

Policy Statements

Personal Information Collection Statement

1. Purpose

The personal data collected by the Po Leung Kuk Ngan Po Ling College is for consideration of your recruitment application. Data of successful applicants will be kept as part of the Po Leung Kuk Ngan Po Ling College's employee records.

2. Data User

Only authorized personnel can access and use the data provided.

3. Retention of Data

Unless otherwise consented by applicants, unsuccessful applications will be destroyed upon completion of the recruitment exercise.

4. Data Correction

Applicants who wish to request access to, and correction of, their personal data may write to the Human Resources Department of the Po Leung Kuk Ngan Po Ling College.

Equal Opportunity Statement

Po Leung Kuk Ngan Po Ling College is an equal opportunity employer. We welcome applicants who meet the respective requirements of the job vacant. All appointments are based on the candidates' past working experience, competencies and qualifications regardless of their gender, age, race disability, marital status, or family status.

政策聲明

收集個人資料聲明

1. 目的

保良局顏寶鈴書院收集閣下之個人資料作為考慮閣下申請本校職位之用。獲接納之申請人資料將被納入本校僱員紀錄中。

2. 資料使用

只有本校授權人士方可查閱及使用閣下提供之資料。

3. 資料儲存

除非獲申請人同意，否則本校會於是次招聘程序完結後，將申請人之資料銷毀。

4. 資料更改

申請人如欲查閱及更改所提供之個人資料，請以書面與本校人力資源部聯絡。

平等機會聲明

本校為平等機會僱主，任何合乎聘請職位要求之人士，均歡迎申請。本校一切招聘均以申請人之履歷及勝任能力作考慮，而不會因為申請人的性別、年齡、種族、殘疾、婚姻狀況、或家庭崗位而受影響。



PO LEUNG KUK NGAN PO LING COLLEGE
保良局顏寶鈴書院

Application Form for Teaching Staff **教師職位申請表**

Please read our Policy Statements under Personal Data (Privacy) Ordinance and Equal Opportunity before completing this Form.

請於填寫本申請表前，細閱有關本校於個人資料（私隱）條例及平等機會之政策聲明。

Position Applied for 申請職位

PHOTO
相片

Personal Data 個人資料

Name in English 英文姓名
Name in Chinese 中文姓名
HKID/Passport No. 香港身份證/護照號碼
Contact Telephone No. 聯絡電話
Correspondence Address 通訊地址
Residential Address (if different from above) 住址(如與上列不同)

Education 學歷 (Please start from the most recent information 請由最近期資料填寫)

Period (month/year) 就讀日期(月/年)		School/Institute 院校	Highest Qualification Attained 獲取之最高學歷
Form 由	To 至		

Professional Qualifications 專業資格 (Please start from the most recent information 請由最近期資料填寫)

Date Issued (month/year) 頒發日期(月/年)	Issuing Authority 頒發機構	Qualification Attained 專業資格

PT/RT Registration NO 準用/註冊教師編號



PO LEUNG KUK NGAN PO LING COLLEGE
保良局顏寶鈴書院

Statement of Data Collection from 3rd parties
向第三者收集個人資料聲明

Po Leung Kuk Ngan Po Ling College may write to your previous and present employers concerning any record or information relating to your employment if it decides to offer you the post. The employment offer is subject to satisfactory reference check.

This Statement is governed by the Personal Information Collection Policy of Po Leung Kuk Ngan Po Ling College.

Note: You will be duly advised before your present employer is approached.

本校在考慮聘用時，或會致函閣下曾任或現職之機構查詢。閣下如獲本校聘任，聘任合約須經本校滿意有關閣下文件及資料查証，方為有效。

本聲明受本校之「收集個人資料」政策監管。

註：本校在諮詢閣下之現任僱主前，會於事前通知閣下。

Authorization of Data Collection
授權

I authorize Po Leung Kuk Ngan Po Ling College to make enquiries concerning any record or information relating to my employment; and I also give my consent to my previous and existing employers to release such information to Po Leung Kuk Ngan Po Ling College.

本人同意保良局顏寶鈴書院查閱及索取本人過往及現職之僱傭資料，並同時授權本人曾任職及現職之機構向保良局顏寶鈴書院提供一切有關資料。

Signature 簽署

Date 日期

Name 姓名

HKID/Passport No. 香港身份証/護照號碼