



EMPLOYMENT APPLICATION

Position Applied For: _____ Application Date: _____ (dd/mm/yy)

Source of application: Jobs DB School Website Word of Mouth Job postings in Universities Others: _____

Date Available for Employment: _____ (dd/mm/yy) Expected Monthly Salary (HK\$): _____

Personal Information

Title: Mr. / Ms. Surname: _____ Given Name: _____

Chinese Name (if any): _____ Gender: Male / Female

Present Address: _____

Home Country: _____

Phone No.: _____ Skype: _____ Email Address: _____

Date of Birth: _____ (dd/mm/yy) Place of Birth: _____

Nationality / Citizenships: _____ Hong Kong ID No.: _____

Passport No.: _____ Country: _____ Expiry Date: _____

Residency Status in Hong Kong: Permanent Resident Dependant Visa Non-Resident

Marital Status: Single Married Separated Divorced

Religion: _____ Church Presently Attending: _____ Pastor: _____

Baptized: No Yes, date of Baptism: _____ (dd/mm/yy)



Employment History

List your employment history for the past 3 positions, beginning with your most recent job first.

1. Position Title	Duties	Employment Dates (mm/yy)		Salary (HK\$)	
		From	To	Starting	Ending
Employer Name		Employer Address		Employer Phone	
Reason for Leaving					
Supervisor Name	Supervisor Title	Supervisor Phone		Supervisor Email	

2. Position Title	Duties	Employment Dates (mm/yy)		Salary (HK\$)	
		From	To	Starting	Ending
Employer Name		Employer Address		Employer Phone	
Reason for Leaving					
Supervisor Name	Supervisor Title	Supervisor Phone		Supervisor Email	

3. Position Title	Duties	Employment Dates (mm/yy)		Salary (HK\$)	
		From	To	Starting	Ending
Employer Name		Employer Address		Employer Phone	
Reason for Leaving					
Supervisor Name	Supervisor Title	Supervisor Phone		Supervisor Email	



Education

Highest level of education completed: High School College/University Masters (or above)

Education	Name & Location (City & Country)	GPA or Avg %	Major	Minor	Credential Earned	Dates Attended (mm/yy)	
						From	To
High School							
College/ University							
Grad School							
Business/ Vocational							

Certifications, Office and Technical Skills

Indicate any additional certifications or skills that you possess:

Certifications & Training: _____

Technical Skills: _____

Language Skills: _____

Professional Development

List all professional development activities in which you have been involved over the past three (3) years.

Volunteer Work

Indicate community involvement and church volunteer work.



References

List the names and contact information of two (2) latest employers / immediate supervisors responsible for your performance appraisal.

Employment References			
Name	Position	School / Company	
1.			
Email Address		Phone Numbers	
Name	Position	School / Company	
2.			
Email Address		Phone Numbers	

List the names and contact information for one (1) pastoral reference.

Pastoral Reference			
Name	Relationship	E-mail Address	Phone Numbers

CAPCL Employee: List the names of CAPCL Employees that you know, if any.

Name	Department	Position

Declaration of Criminal Conviction Records

- I do not, to the best of my knowledge, have any criminal convictions records and/ or pending criminal proceedings against me anywhere in the world.
- OR
- I have criminal convictions record(s) and/ or pending criminal proceedings against me, details of which are specified as follows:-

Required Documentation

Copies of the following documents should be submitted with the Application Form.

- Cover letter
- Full resume
- Academic qualification certificates
- Employment reference letters from previous employers

Personal data collected will be kept in strict confidence and would only be used for recruitment purpose only. Details of the School's Personal Data Collection Policy can be found on the Vocation page of the School website.



Background Reference Check Authorization

1. I, hereby authorize the Christian Alliance P.C. Lau Memorial International School or any related companies to carry out any form of background reference check in relation to employment, qualification, Christian faith and professionalism (if applicable), without requiring any further authorization from me. I understand that this screening may be done directly by the School or by a third party authorized by the School to carry out these checks. I also understand that this screening may cover obtaining any form of information to establish my credentials, integrity, conduct and character and my remuneration which is relevant for any job I do now or in the future with the School or any related companies.

I further authorize the retention of any information obtained for such period as the School or its related companies deem fit.

2. Verify that, to the best of my knowledge, all information provided is truthful and accurate; and
 3. Agree that my electronic signature on this document is the equivalent of a manual/actual signature.
- Do not contact my current employer until further consent given.

Applicant's Signature: _____

Name of Applicant: _____

Date: _____ (dd/mm/yy)