



# SUBSTITUTE TEACHER 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)



## Teaching Experience (Preparatory-Grade 12)

Check here if you have no Prep-G12 teaching experience other than internship / practicum and move to next section.

Total verifiable full-time equivalent years (at least 190 full days/yr) of teaching experience in Prep-G12 schools: \_\_\_\_\_ yrs

Duration of teaching practicum / internship: \_\_\_\_\_ weeks

School 1 (Most Recent)		
School Name	Employment Dates (dd/mm/yy)	
	From	To
Position Held	Subjects/Grades Taught: If applicable, indicate subject grade levels, e.g. Math (G10)	
School Location (City, Country)	Reason(s) for Leaving	
Salary & Benefits		
Basic monthly salary: _____		
Benefits: <input type="checkbox"/> Medical Insurance <input type="checkbox"/> Dental <input type="checkbox"/> Life Insurance <input type="checkbox"/> Paid Leave: _____ days <input type="checkbox"/> Bonus <input type="checkbox"/> Gratuity		
Allowance: <input type="checkbox"/> Education <input type="checkbox"/> Housing <input type="checkbox"/> Transportation <input type="checkbox"/> Relocation <input type="checkbox"/> Cash		
Name of Principal	Phone Number	Email
Name & Position of Immediate Supervisor (If not the Principal)	Phone Number	Email



School 2 (Most Recent)		
School Name	Employment Dates (dd/mm/yy)	
	From	To
Position Held	Subjects/Grades Taught: If applicable, indicate subject grade levels, e.g. Math (G10)	
School Location (City, Country)	Reason(s) for Leaving	
Salary & Benefits		
Basic monthly salary: _____		
Benefits: <input type="checkbox"/> Medical Insurance <input type="checkbox"/> Dental <input type="checkbox"/> Life Insurance <input type="checkbox"/> Paid Leave: _____ days <input type="checkbox"/> Bonus <input type="checkbox"/> Gratuity		
Allowance: <input type="checkbox"/> Education <input type="checkbox"/> Housing <input type="checkbox"/> Transportation <input type="checkbox"/> Relocation <input type="checkbox"/> Cash		
Name of Principal	Phone Number	Email
Name & Position of Immediate Supervisor (If not the Principal)	Phone Number	Email
School 3 (Most Recent)		
School Name	Employment Dates (dd/mm/yy)	
	From	To
Position Held	Subjects/Grades Taught: If applicable, indicate subject grade levels, e.g. Math (G10)	
School Location (City, Country)	Reason(s) for Leaving	
Salary & Benefits		
Basic monthly salary: _____		
Benefits: <input type="checkbox"/> Medical Insurance <input type="checkbox"/> Dental <input type="checkbox"/> Life Insurance <input type="checkbox"/> Paid Leave: _____ days <input type="checkbox"/> Bonus <input type="checkbox"/> Gratuity		
Allowance: <input type="checkbox"/> Education <input type="checkbox"/> Housing <input type="checkbox"/> Transportation <input type="checkbox"/> Relocation <input type="checkbox"/> Cash		
Name of Principal	Phone Number	Email
Name & Position of Immediate Supervisor (If not the Principal)	Phone Number	Email



## Teaching Certification (if applicable)

Indicate teaching certificates held, including those that are expired.

Issuing State/Province/Other Jurisdiction	Certificate Type	Issue Date (mm/yy)	Expiry Date (mm/yy)	Restrictions

## Education

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

Education	School Name & Location (City & Country)	GPA or Avg %	Concentration Area		Credential Earned	Dates Attended	
						From	To
High School							
College/ University			Major	Minor			
Grad School			Focus Area				

Total equivalent academic years\* of full-time attendance at college/university: \_\_\_\_\_ years

\* Note: One (1) academic year of full-time attendance at post-secondary is equivalent to eight (8) months



## Other Certifications, Training & Skills

Indicate any additional certifications, training or skills that you possess:

Certifications & Training: \_\_\_\_\_

Technical Skills: \_\_\_\_\_

Language Skills: \_\_\_\_\_

## Volunteer Work & Church Involvement

Indicate ways in which you have been involved in volunteer work or in a church.

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## 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 name and contact details for one (1) pastoral reference, preferably the pastor of the church you currently attend.

Pastoral Reference		
Pastor Name	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:-
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## Required Documentation

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

- Full resume
- Christian Faith Questionnaire
- Degree parchments, diplomas, certificates and mark transcripts (originals or certified true copies) or Report for Qualifications Assessment of Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ)
- Teaching certificates
- Transcripts of marks up to highest education level obtained (exclude high school)
- Employment reference letters from previous employers
- Sexual Conviction Record Check (SCRC)
- Copy of valid or Permanent HKID (proving the right to work in Hong Kong)

*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)