



# EMPLOYMENT APPLICATION

Personal data collected is for the purpose of assessing suitability of candidates for a vacancy within the School and to determine applicable salary and benefits of successful candidates. Details of the School's Personal Data Collection Policy can be found on the Employment page of the School website.

Vacancy Applied For: \_\_\_\_\_ Application Date: \_\_\_\_\_ mm/dd/yyyy

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

## Personal Information

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Chinese Name (if any): \_\_\_\_\_ Sex: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_ Skype: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ mm/dd/yyyy Place of Birth: \_\_\_\_\_

Nationality / Citizenships: \_\_\_\_\_ Hong Kong ID No. (HK residents only): \_\_\_\_\_

Passport #: \_\_\_\_\_ Country: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ mm/dd/yyyy

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

Marital Status: Single Married Separated Divorced

Spouse Full Name (if applicable): \_\_\_\_\_ Chinese Name (if any): \_\_\_\_\_

Social Insurance Number (Canadian applicants only): \_\_\_\_\_

Church Presently Attending: \_\_\_\_\_ Pastor: \_\_\_\_\_



## Employment History

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

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

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

3. Position Title	Duties	Employment Dates		Salary (HK\$)	
		From	To	Starting	Ending
		mm/yy	mm/yy		
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	
						From	To
High School						mm/yy	mm/yy
College/ University						mm/yy	mm/yy
Grad School						mm/yy	mm/yy
Business/ Vocational						mm/yy	mm/yy

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

\* Note: One academic year of full-time attendance is equivalent to 8 months

## 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.

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## Volunteer Work

Indicate community involvement and church volunteer work.

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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	E-mail Address	Phone Numbers
1.			Office: Mobile:
2.			Office: Mobile:

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

Pastoral Reference			
Name	Relationship	E-mail Address	Phone Numbers
			Office: Mobile:

CAIS Employee: List the names of CAIS 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:-

## Authorization

Job applicants who do not wish to have the School contact current employers may leave the authorization below blank; however, this may cause communication delays that are not to the applicant's advantage.

By typing my name or signing below, I:

1. Authorize recruitment officers of Christian Alliance International School (CAIS) to contact references from my current or previous employers;
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.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ mm/dd/yyyy