



SUBSTITUTE APPLICATION FORM FOR TEACHER, TEACHER ASSISTANT, NURSE, SUPPORT STAFF OR SWIMMING INSTRUCTOR

Personal data collected from you will be used only for the purpose of processing this application and information we collect about you will not be disclosed by us to any other party in a form that would identify you. Information which you may provide at your option is marked by an asterisk.

APPLICATION DETAILS

<ul style="list-style-type: none"> Please Select Substitute Position of Interest: <ul style="list-style-type: none"> <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant <input type="checkbox"/> Nurse <input type="checkbox"/> Support Staff <input type="checkbox"/> Swimming Instructor Preferred teaching subjects (if applicable): <hr/> <hr/> <hr/> 	<ul style="list-style-type: none"> Preferred grade levels: <ul style="list-style-type: none"> <input type="checkbox"/> Lower Primary (R1-Grade2) <input type="checkbox"/> Upper Primary (Grades 3-5) <input type="checkbox"/> Middle School (Grades 6-8) <input type="checkbox"/> High School (Grades 9-12) Days and times available: <hr/> Are you registered to substitute for any other schools? <hr/>
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PERSONAL DETAILS

Name	Phone
Current Address	Mobile
	Email

- Please indicate your current condition of stay in HK:
 - Not Resident in HK
 - Permanent Resident
 - Dependent Visa Holder <July 2003
 - Dependent Visa Holder >July 2003
 - Employment Visa Holder
- *Birthdate: _____ *Birthplace: _____ *Citizenship: _____
- First Language: _____ Second Language: _____
- Have you lived in or visited Hong Kong previously (when, how long)?
- How long do you expect to stay in Hong Kong?
- How did you hear of HKIS?



RECORD OF EMPLOYMENT

Begin with current or most recent employment.

For teacher and teacher assistant applications - Highlight any teaching experience, classroom experience or other experience working with young children whether in a paid or voluntary capacity.

School/Church/Location	Dates of Employment	No. of years	Grades taught	Full or Part time	Position

Other Employment and Significant Volunteer Roles

Employer/Location	Dates of Employment	No. of years	Full or Part time	Position

ACADEMIC BACKGROUND

Begin with most recent qualification. Include any teaching qualifications.

School/College/Other	Location	Dates	Qualification/Degree (major/minor)

- Are you a qualified teacher in your own country?
- Are you a registered teacher in HK?
- Are you a registered nurse in HK?

Mandatory Questions:

- Have you ever been convicted of a crime or offence?
If yes, please provide details of conviction:
- Have you ever had a teaching license revoked?
If yes, please provide details of the revocation of teaching license:

REFERENCES

Please provide details of referees. Include your current/previous supervisors.

Name	Title	Organisation	Home/Office Tel no.	Email

Please tick this box as consent for HKIS to contact your referees.

COVER LETTER

Signature of Candidate

Date

Documents to attach with application:

(Applications will not be processed until these documents are received)

- *A copy of the visa stamp in your passport (if not permanent HKID holder)*
- *Copies of degree/diploma/teaching certificates/nursing qualifications as appropriate*
- *A copy of your HK Teacher Registration Certificate*
- *Reference Letters verifying your employment, particularly teaching experience.*
- *CV*