

On-line application number (applicable to on-line application)

網上申請編號(適用於在網上遞交的申請): _____

Supplementary Information Form (SIF) 補充資料表格

Application for the Post of Assistant Education Officer in Correctional Services Department

申請懲教署助理教育主任職位

Subject applied for 申請任教的科目	:	_____	Name of Applicant (in English) 申請人姓名(英文)	:	_____
HKID No. [first 5 alphanumeric characters (e.g. A1234)] 香港身分證號碼 [首5個字母 及數字 (例如 A1234)]	:	_____	Name of Applicant (in Chinese) 申請人姓名(中文)	:	_____

Important Notes for Applicants 申請人須知

All applicants are required to complete this **Supplementary Information Form (SIF)** and return it together with (i) their application [G.F. 340 (Rev. 3/2013)]; and (ii) copies of certificates and transcripts stating the major and minor of the degree in support of all relevant qualifications attained (e.g. degree, teacher training, language proficiency level, Common Recruitment Examination (CRE) and Language Proficiency Assessment for Teachers (LPAT) results), by post or by hand, to the Appointments Unit, 23/F, Wan Chai Tower, 12 Harbour Road, Wan Chai, Hong Kong **on/before the closing date for application (i.e. 7 June 2018)**.

Applicants who apply on-line should submit this SIF and the aforementioned copies to the above address by post or by hand **on/before 14 June 2018**.

For enquiry on completion of this SIF, please contact Miss LAI at 3525 0710.

所有申請人須填妥本補充資料表格，並連同 (i) 申請書 [G.F. 340 (3/2013 修訂版)]; 及 (ii) 用以證明各項相關學歷(例如學位、師資培訓、語文能力水平、綜合招聘考試和教師語文能力評核成績)的證書和列明所修讀課程的主修及副修科目的成績單副本，**於截止申請日期或之前(即 2018 年 6 月 7 日)** 郵寄或送交香港灣仔港灣道12號灣仔政府大樓23樓懲教署聘用分組。

申請人如在網上遞交申請，必須於 **2018 年 6 月 14 日或之前**，把本補充資料表格及上述各項副本郵寄或送交上述地址。

如對填寫本指定補充資料表格有任何查詢，請聯絡黎女士(電話：3525 0710)。

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The Applicant is required to provide in the table below a detailed account of his/her working experience in teaching (*in chronological order*).

申請人須在下表詳述其在教學方面的工作經驗(按任職的日期順序列出)。

Name of School/ Organization 學校／機構名稱	Position Held (e.g. GM) 職位 (例如學位教師)	Subject and Level Taught (please specify the level) 所任教的科目及級別 (請註明級別)	Period (dd/mm/yyyy) 期間(日／月／年)		Description of Duties (e.g. classroom teaching, setting examination paper etc) 職責說明 (例如課堂教學、擬備試卷等)
			From 由	To 至	
Example 例子 1 AAA Primary School AAA 小學	CM 文憑教師	Chinese Language (Primary 1) and General Studies (Primary 4 & 6) 中國語文(小一)及常識(小四 及小六)	01/09/2010	31/08/2011	Classroom teaching & setting examination paper; coordination of audio-visual aids & PA system 課堂教學及擬備試卷；協調各種影音器 材及廣播系統的使用
Example 例子 2 BBB Secondary School BBB 中學	GM 學位教師	Chinese Language (Secondary 1) 中國語文(中一) Liberal Studies (Secondary 4 - 6) 通識教育(中四至中六)	01/09/2011 01/09/2012	31/08/2012 Now 直至現在	Classroom teaching, student assessments, organization of extra-curricular activities, student discipline & coaching 課堂教學、學生評估、籌辦課外活動、 學生訓輔

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The Applicant is required to provide in the table below his/her qualifications in English language. If the applicant does not possess any relevant qualification, please fill in “Not Applicable”.

申請人須在下表提供有關其英文的資格。如申請人並未持有相關語言的資格，請填上不適用。

Qualifications ★ 持有資格	Level Attained 已達到的程度	Date Obtained (Month/Year) 獲取資格的日期(月/年)
English 英文		
<input type="checkbox"/> Language Proficiency Assessment for Teachers (LPAT) (English Language) 教師語文能力評核(英文科)		
<input type="checkbox"/> International English Language Testing System (IELTS) (Academic Domain) (學術模式測試) (Note: No need to repeat if already provided on G.F. 340 (Rev 3/2013). 註：如已在G.F. 340 (3/2013修訂版)上填寫，可無須在此處重覆填寫。)		
<input type="checkbox"/> General Certificate of Education (GCE) Examinations (London Examinations) / GCE Ordinary Level (Overseas) Examination (GCE “O” Level Overseas) 英國倫敦普通教育文憑考試／英國普通教育文憑考試(普通程度)(海外)		
<input type="checkbox"/> International General Certificate of Secondary Education Examination (IGCSE) - English (First/Second) Language 英國劍橋大學普通教育文憑考試英文科		
<input type="checkbox"/> Membership of Institute of Linguists 英國語言學會會員		
<input type="checkbox"/> Others (Please specify) 其他 (請說明):		

★ Please check the appropriate box with a “✓”. 請在適當的方格內加上“✓”號。

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I understand that if I willfully give any false information or withhold any material information in this SIF, or fail to notify Correctional Services Department any subsequent change of information provided, it will render me liable to disqualification for employment by the Government or termination of employment, if already employed by the Government. I consent to the Government making any necessary enquiries for purposes relating to recruitment with the Government and for the verification of the information given above.

本人明白倘若故意在填寫本補充資料表格時虛報資料或隱瞞事實，或未能在提交表格後告知懲教署須更新的資料，可令本人喪失獲政府錄用的資格；即使已獲政府錄用，亦可遭終止聘用。我同意政府可因招聘目的而對上述資料作出查詢或要求核實。

Contact Telephone No. :

聯絡電話

Date :

日期

Signature of Applicant :

申請人簽署

Notes 備註:

1. The candidate should ensure that all parts in this SIF are completed and the information is accurate. If space on this SIF is insufficient, the candidate should give details on a separate sheet to be attached to this SIF. Candidates applying for more than one subject should complete one SIF for each subject applied for.
2. Applications may **NOT** be considered if the applicant fails to submit this SIF as required, or the information provided is incomplete or it is not clear from the information that the candidate has the minimum qualifications, training or other requirements specified for the post applied for. The information requested in this SIF will be used for recruitment, selection and other employment related purposes. It may be provided to Government departments and other organizations or agencies authorized to process the information for purposes relating to recruitment by and employment with the Government, e.g. employer's references and medical examination, as may be necessary.
3. For access to or correction of personal data provided after submission of this SIF or for enquiries on recruitment matters, the candidate may contact Clerical Officer (Appointments)³ of the Appointments Unit, Correctional Services Department (Address: 23/F, Wan Chai Tower, 12 Harbour Road, Wan Chai, Hong Kong; Telephone number : 3525 0710; Fax : 2511 5986).

申請人須填妥本補充資料表格各項，並提供正確資料。如空位不敷填寫，申請人應另頁詳列有關資料，隨本補充資料表格夾附。申請人須就每個應徵的科目填寫一份補充資料表格。

申請人如未能按要求提交本表格，或所提供資料不完整，或填寫的資料未能清楚顯示申請人具備所申請職位規定最起碼的學歷、訓練或其他條件，其申請可不獲處理。申請人在本表格內所提供的個人資料，將用於招聘工作以及其他與僱用有關的事宜上。如有需要，有關資料可能會送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行與政府招聘工作及僱用有關的事宜(例如僱主推薦或體格檢查)。

申請人提交本表格後，如欲查詢/更改個人資料、或查詢與招聘有關事宜，請與懲教署聘用分組文書主任(聘用) 3 聯絡 (地址：香港灣仔港灣道12號灣仔政府大樓23樓；電話：3525 0710；傳真號碼：2511 5986)。