



SAINT FRANCIS UNIVERSITY

APPLICATION FORM FOR ACADEMIC/ADMINISTRATIVE POSTS

Notes for Applicants:

1. Do not send any originals of academic certificates and past employment references. Successful applicants will be required to produce original copies in due course. Applicants are however advised to attach photocopies to support their application.
2. Applicants are requested to give the precise information required. Any applicant who knowingly gives false information or withholds any material information renders himself/herself liable to dismissal if he/she has been appointed to be the staff of the University.
3. All information given in this form will be treated in STRICTEST CONFIDENCE.
4. The completed application form should be returned to the University Secretariat, Saint Francis University, 2 Chui Ling Lane, Tseung Kwan O, New Territories.

Post applied for	Job Reference No
Department/Unit	
Source of Information about the Position ( <i>Please select the appropriate box</i> ): <input type="checkbox"/> Newspaper (please specify: _____) <input type="checkbox"/> Online Job Portal (please specify: _____) <input type="checkbox"/> Referral: (Name: _____ Position/Unit: _____) <input type="checkbox"/> Other: _____	

**I. Personal Particulars**

*\* Please select the appropriate box*

Surname (Same as HKID)		Given Name (Same as HKID)	
Name in Chinese (if any)	Alias	Title: <input type="checkbox"/> Prof./ <input type="checkbox"/> Dr./ <input type="checkbox"/> Mr./ <input type="checkbox"/> Mrs./ <input type="checkbox"/> Miss./ <input type="checkbox"/> Ms.	
Date of Birth [dd/mm/yyyy]		Passport/Hong Kong Identity Card No. (first 4-digit, e.g. Y123)	
Are you a Hong Kong Permanent Resident? <input type="checkbox"/> Yes / <input type="checkbox"/> No		Do you require a visa to work in Hong Kong? <input type="checkbox"/> Yes / <input type="checkbox"/> No	
E-mail Address		Mobile Phone No.	
Residential Address			
住址(中文)			

**II. Educational Background (*in reverse chronological order*)**

Date (mmm/yyyy)		School, Institute or University Attended	Full Time or Part Time	Qualifications Obtained Time (e.g. Certificate, Diploma, Degree, etc. In the case of degrees, specify classification, if any, and fields of study)	Date of Award
From	To				

**III. Technical, Professional or Occupational Training (*in reverse chronological order*)**

(including apprenticeship, articleship, correspondence courses, etc.)

Date (mmm/yyyy)		Title, Description and Duration of Course/Training (Please also give the name of the training organisation)	Award Received (if any)
From	To		

**IV. Professional Qualifications (*in reverse chronological order*)**

Name of Professional Institution	Award (grade or class of membership of professional bodies)	Obtained by (e.g. examination/ election)	Date of Award

## V. Full Employment Record (*in reverse chronological order*)

(You must state your employment information if you have worked for Caritas-HK in the past)

Date (mmm/yyyy)		Name of Organisation	Full Time or Part Time	Title of Position Held & Nature of Duties
From	To			

## VI. Further Details on Present/Most Recent Employment

Remuneration Package of Latest Employment:		
HK\$ _____ x _____ months / year	Bonus / Other Allowances (please specify)	Date of Last Salary Revision
<b>Earliest date available</b> (from date of acceptance of appointment):		
<b>Expected Remuneration Package for this position:</b>		

## VII. Other Information

Other relevant information (e.g., published writings, original research, other relevant activities and pursuits, etc.)
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## VIII. References

Please give the names and contact information of two persons, one of whom should be able to comment on your academic, and the other on your professional suitability for appointment. If you have changed employment during the last five years, the person to be invited to comment on your professional competence should be someone who has previously worked with you during the period but whose position should be more senior to yours. We will contact these referees once it has been decided to include you in the shortlist.

1. Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Tel No: \_\_\_\_\_ E-mail Address (Compulsory): \_\_\_\_\_  
Occupation: \_\_\_\_\_ Relationship to you: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Tel No: \_\_\_\_\_ E-mail Address (Compulsory): \_\_\_\_\_  
Occupation: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Name and address of your present employer. (If presently self-employed or unemployed, give those of your last employer). The University will write to your present employer for comments on your work performance and suitability for appointment once it has been decided to offer you the post applied for. **If you do not wish the University to approach your present employer without first obtaining your permission, please indicate that by a cross in the right box: ☐**

Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Tel No: \_\_\_\_\_ E-mail Address (Compulsory): \_\_\_\_\_  
Occupation: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

The personal data collected in this application form will be used by Saint Francis University to assess your suitability to assume the job duties of the position for which you have applied and to determine preliminary remuneration and benefits package to be discussed with you subject to selection for the position.

Personal data requested on the application form are regarded as mandatory for selection purposes. Failure to provide these data may influence the processing and outcome of your application. It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of at least one year.

Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please send your written request to the University Secretary, Saint Francis University, 2 Chui Ling Lane, Tseung Kwan O, New Territories.

## IX. Declaration

*\* Please select the appropriate box*

Are you currently engaged in any employment in Caritas Hong Kong?

☐ No

☐ Yes, Service Unit : \_\_\_\_\_

Do you have any close relatives who are currently / previously employed by Saint Francis University?

☐ No

☐ Yes (Please state their names, posts and relationship to you: \_\_\_\_\_)

I hereby declare that

1. I ☐ **have**/ ☐ **have not**\* been convicted of any criminal offence (including sexual offence) in Hong Kong or elsewhere; and
2. I ☐ **have**/ ☐ **have not**\* been convicted of any offence regarding to “Safeguarding National Security Ordinance” or related regulations in Hong Kong; and
3. The information given above is correct and complete to the best of my knowledge.

I authorize Saint Francis University to verify any of the information given herein whenever required. I understand that if I knowingly supply false information or withhold any material information, Saint Francis University shall have the right to rescind any verbal / written offer of appointment and I shall render myself liable to dismissal if I am eventually appointed by the University.

I understand that misrepresentation or omission of any material information may lead to withdrawal of appointment offer or render myself liable to dismissal.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_