


**HONG KONG ART SCHOOL APPLICATION  
FORM FOR ACADEMIC / ADMINISTRATIVE /  
TECHINICAL POSITION**
**香港藝術學院 — 教學、行政、技術職位申請表格**
**For Office Use**

Date received: \_\_\_\_\_

Accepted / \_\_\_\_\_

Rejected: \_\_\_\_\_

**Notes to Applicants 申請人填表須知**

1. Please complete this form in full to provide basic information in a standard format. You may, if you wish, attach a full curriculum vita. For teaching/academic appointment, please give details of your academic achievement on separate sheets. 請填妥職位申請表上所有的資料，如有需要，請夾附個人履歷表。申請教學職位空缺者，請詳列教學上的成就。
  2. Please fill in the application form in **BLOCK LETTERS**. 請以正楷填寫職位申請表。
  3. The information provided will be used for appointment purpose and will be treated in STRICT CONFIDENCE. On appointment, the information will be transferred to the staff database and be handled by appropriate personnel of Hong Kong Arts Centre. Unsuccessful applications will be destroyed 1 year after the closing date. 申請人所填寫的資料，會用作職位申請的遴選及絕對保密。申請人如獲任聘後，其資料會存入職員資料檔案。如申請不被接納，其申請表及個人資料會在申請截止後一年銷毀。
  4. This application may also be considered for other vacancies in Hong Kong Art School, if appropriate. 倘本院有其他適合之職位空缺，本申請亦會一併考慮（如適用）。
  5. Please send the completed form (Please state the job reference number on the envelope) to 8/F Human Resources Department, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong by the closing date given in the advertisement. 請將填妥的申請表格在截止日期前郵寄至香港灣仔港灣道2號8樓香港藝術中心人事部收。（封面請註明申請職位編號）
  6. Please give full name of friends and / or relatives (indicating the relationship) working in Hong Kong Arts Centre in the following space. 假如申請人有朋友、親屬在香港藝術中心工作，請在下列空位上填寫他們的姓名，並列明與申請人之關係。
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**Part I: For All Applicants**
**(A) PERSONAL DATA 個人資料**

Post applied for 申請職位名稱: \_\_\_\_\_

Surname 英文姓氏: \_\_\_\_\_ Given name(s) 英文名字: \_\_\_\_\_

Chinese Name 中文姓名: \_\_\_\_\_

First 4 digits of HKID/Passport No 身份證/護照號碼首四位數字: \_\_\_\_\_

Title 稱謂:  Dr. 博士  Mr. 先生  Mrs. 太太  Ms. 女士  Miss. 小姐

Do you need a work visa to work in Hong Kong? 你需要香港工作簽證在香港境內工作嗎?

 Yes 需要  No 不需要

Mobile Phone No. 手提電話: \_\_\_\_\_ E-mail Address 電子郵件: \_\_\_\_\_

Correspondence Address 聯絡地址: \_\_\_\_\_

**(B) PROFESSIONAL MEMBERSHIP (if applicable) 專業認可資格 (如適用)**

Name of Professional Body 專業團體名稱	Name of award 專業資格	How it is obtained (e.g. by examination) 如何取得資格 (例如: 通過考試、評估)	Date of award (month /year) 獲得專業 資格年期 (月/年)

**(C) I. EDUCATIONAL / TRAINING BACKGROUND 教育程度**

Institutions of learning attended from Secondary School Level and above in chronological order:

中學程度及以上的學歷資格(請按年份之先後次序填寫)

Dates of attendance 修讀日期 (月 month/ 年 year)		School/ Tertiary Institution Attended 就讀學校 / 大專學院	Qualifications obtained, with classification, Major and Minor subjects if any 取得學歷 請詳列學科等級、 主修科目及副修科目(如適用)	Date of award (month/year) 取得學歷年期 (月/年)
From 由	To 至			

**II. Relevant Skills 相關技能**

a. Computer Skills 電腦應用技能: \_\_\_\_\_

b. Language Competency 語言能力:

	Written 寫*	Spoken 講*
English		
Putonghua		
Others (pls specify)		

\*E = excellent 非常好, G = Good 好, A = Average 一般, F = Fair 不太好

**(D) EMPLOYMENT HISTORY 工作經驗**

Please provide full information of relevant working experience in chronological order for consideration of your application as appropriate. 請提供相關工作經驗的資料, 以作申請之考慮(請按年份的先後次序填寫)

Dates 日期 (date日/month月/year年)		Employment Institution/Organization 服務機構	Appointment held & Outline of Duties 擔任職位及負責職務	Full Time/ Part Time 請列明全職或 兼職
From 由	To 至			

\*Present/ Last Drawn Monthly Salary 現時薪金/最後離職薪金: \_\_\_\_\_ Incremental Date (if applicable) 增薪日期: \_\_\_\_\_

If appointed, when would you be able to assume duty? 可到職日期: \_\_\_\_\_

\*Please delete as inappropriate 請將不適用者刪去

**(E) MAJOR RESEARCH WORK UNDERTAKEN (if any) 曾擔任之主要研究工作 (如適用)**

Period 時期 Month 月 / Year 年		Name and Nature of Research 研究工作之名稱及性質	Published Work 已刊登之研究報告
From 由	To 至		

**(F) MAJOR ARTS ACTIVITIES INVOLVED (if any) 曾參與之主要學術活動 (如適用)**

Period 時期 Month 月 / Year 年		Name of Organization 組織/團體名稱	Name and Nature of Arts Activities 藝術活動之名稱及性質
From 由	To 至		

**(F) PUBLICATION LIST 已出版之主要著作 (for Teaching Post Applicants only 應徵教學職位者適用)**

Please give particulars of publication work listing title, year and publisher. Please also attach abstracts of publications. 請列明著作名稱、年份及出版商。請用另紙提供著作撮要。

(G) **REFEREES 諮詢人** (Please read carefully the guidelines listed below before filling in the information. 在填寫此部份資料前，請先仔細閱讀下列指引。

- (a) For academic posts, please give the names, positions, contact numbers and correspondence addresses of three referees in the following boxes. At least one of your referees should be able to comment on your teaching ability and your contribution to teaching while the remaining two should have knowledge of your recent academic or employment experience. 如教學職位申請者，請提供三位諮詢人的姓名、職位、電話和聯絡地址。其中一位諮詢人能夠評估申請人的教學表現、能力及其教學貢獻，而另外兩位諮詢人則須對申請人的學術成就和過往的工作經驗有所認識及瞭解。
- (b) For administrative and technical posts, please provide two referees. At least one of them should have direct knowledge of your current work. 行政或技術職位申請者，請提供兩位諮詢人的資料。其中最少一位諮詢人須對申請人現時的工作有一定程度的認識及瞭解。
- (c) Unless otherwise specified, consent is deemed to have been given by the applicant to Hong Kong Art School to approach the above referees as appropriate without prior notification. Please also inform your referees that such consent has been given by you. 除特別註明外，本院將毋須再行通知應徵者並可逕向上述諮詢人查詢。請申請人先行知會上述諮詢人。

姓名 Name	職銜 Position	通訊地址 Correspondence Address	聯絡電話 / 電郵地址 Tel. No. / E-mail Address
1.			
2.			
3.			

(H) **DECLARATION 聲明**

<b>聲明 Declaration</b>		<i>請將不適用者刪除。 Please delete as appropriate.</i>
如以下任何一個回答為「是」，請提供詳情及有關文件並列明「機密」。 <i>If you have answered "Yes" to any of the following questions, please give full details in a separate sheet of paper and mark "confidential".</i>		
您有否任何親屬或朋友正受僱於香港藝術中心或香港藝術學院？ Do you have any family member / relative / friend who is currently under the employment of Hong Kong Arts Centre or Hong Kong Art School? <i>如有，請列明 If yes, please specify: _____</i>	Yes 是 / No 沒有	
在過去工作的任職期間，您曾否有任何違反紀律的紀錄？ Do you have any previous record(s) of disciplinary offence in previous employment?	Yes 是 / No 沒有	
您有否曾在香港或其他地方被裁定觸犯刑事罪行？ Have you ever been convicted of any criminal offence in Hong Kong or elsewhere?	Yes 是 / No 沒有	
就您所知所信，您有否涉及任何正在進行中的刑事訴訟或警察調查？ Have you ever been involved in any ongoing criminal proceedings or police investigations to the best of your knowledge?	Yes 是 / No 沒有	
您有否曾申請破產或被頒布破產令或正在申請破產？ Have you ever been declared bankruptcy or being presented a bankruptcy petition or currently filing a bankruptcy?	Yes 是 / No 沒有	
就您所知所信，有沒有任何對你本人提出的破產令或相關的法律訴訟正在申請或處理中？ Are there any legal proceedings started or are pending or being threatened against you for your bankruptcy to the best of your knowledge?	Yes 是 / No 沒有	
就您所知所信，您有否曾涉及任何有關兒童的紀律程序？ Have you ever been involved in a disciplinary procedure relating to children?	Yes 是 / No 沒有	
註：以上聲明不一定會影響聘任。 Note: The above declaration is not necessarily a barrier to employment.		

I certify that the information I have given is correct and complete to the best of my knowledge. I attach \_\_\_\_\_ sheets of supplementary information for your reference. I understand that if I knowingly supply false information or withhold any material information, Hong Kong Art School 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 Hong Kong Art School.

本人謹此聲明在本申請表格填報的資料均屬正確及完備，並夾附\_\_\_\_\_頁補充資料以供參考。本人明白倘若故意虛報資料或隱瞞事實，香港藝術學院可取消已發出的口頭或書面聘約或縱使已獲聘任亦可遭解僱。

Date 日期: \_\_\_\_\_

Signature 簽署: \_\_\_\_\_

**Part II 第二部份: Supplementary Information 補充資料 (only applicable to those who apply for part-time teaching positions)**

只適用於申請兼職教學的人士填寫)

Please put a tick ✓ in the boxes provided. 請在適當的空格填上 ✓ 號。(More than one choices can be made in the following questions 以下答案可作多項選擇)

**Which subject discipline(s) do you choose to teach at Hong Kong Art School if appointed? 若接受聘用, 您選擇任教那個科目?****Fine Arts 藝術**

- Drawing 素描  
 Chinese Painting 中國繪畫  
 Western Painting 西洋繪畫  
 Chinese Calligraphy & Seal Engraving 中國書法及篆刻  
 Photography 攝影  
 Ceramics 陶藝  
 Sculpture 雕塑  
 Printmaking 版畫  
 Mixed Media 混合素材

**Applied Arts 應用藝術**

- Photography 攝影  
 Graphic Design 平面設計  
 Illustration Design 插圖設計  
 Advertising & Exhibition Design 廣告、展覽設計  
 Fashion Design 時裝設計  
 Jewellery Design 珠寶設計  
 Packaging Design 包裝設計  
 Interior Design 室內設計  
 Product Design 產品設計  
 Design Management 設計管理

**Media Arts 媒體藝術**

- Webpage Design and Programming 網頁設計及程式編寫  
 Computer Animation 電腦動畫  
 Interactive Media Design 互動媒體設計  
 Digital Media 數碼媒體  
 Desktop Publishing 排版印刷  
 Film & Video 電影及錄像

**Arts Management 藝術行政**

- Board Management 會務管理  
 Fundraising 籌款  
 Marketing 宣傳推廣  
 Finances & Legal Matters 財政及法律事務  
 Policy 政策  
 Culture Management 文化管理  
 Event Management 活動組織與管理

**Arts Education 藝術教育****Aesthetic Education 美感教育**

- Teaching & Training 教育及培訓

**Humanities 人文科學**

- Arts Appreciation 藝術鑒賞  
 Theories & Critics 理論與賞析  
 Art History 藝術史  
 Cultural Studies 文化研究

**Performing Arts 表演藝術****Literary Arts 文學藝術****Communication Skills 溝通技巧**

- Communication and Personal Skills 人際關係與溝通技巧  
 English Language & Literature 英國語文及文學  
 English for Study Purpose 基礎英語運用  
 English for Artistic and Professional Practice 專業英語運用  
 Chinese Language and Culture 中國語文及文化  
 Chinese for Artistic and Professional Practice 專業中國語文運用

Please specify which subject(s) and at what level of the chosen subject(s) that you are able to teach.

請列明可任教的科目及程度

Chosen Subjects 選擇任教之科目	Short Courses 短期課程	Cert. Level 證書課程	Diploma Level 文憑課程	Degree Level 學士學位 課程	Postgraduate Cert. Level 深造證書課程	Postgraduate Dip. Level 深造文憑課程	Master Level 碩士學位課程
1.							
2.							
3.							
4.							
5.							

Please indicate the possible teaching time slots for the chosen subject(s). 請列明任教科目之可行時段

Date 日期 / Time 時間	Morning 早上 (9:00 to 12:00)	Afternoon 下午 (2:00 to 5:00)	Evening 晚上 (6:00 to 10:00)
Monday 星期一			
Tuesday 星期二			
Wednesday 星期三			
Thursday 星期四			
Friday 星期五			
Saturday 星期六			
Sunday 星期日			



This Privacy Statement explains and describes Hong Kong Arts Centre and/or Hong Kong Art School (the "Organisation") practices for collecting, using, maintaining, protecting, and disclosing personal information that we may receive or that you may provide when you apply for our job postings.

The Organisation is committed to ensuring the privacy and security of the personal data it holds and aims to meet this commitment by implementing the principles and requirements of the Personal Data (Privacy) Ordinance of the Hong Kong Special Administrative Region ("the Ordinance").

1. It is obligatory for you to supply your personal data to the Organisation in connection with your application for employment. Failure to supply any personal data requested by the Organisation may result in the Organisation being unable to process your employment application.
2. You may attach photocopies of certificates, reference letters and other relevant documents, to support information given in the application.
3. All personal data provided by you will be treated in strict confidence and will be used by the Organisation to assess your suitability for the position you have applied for within the Organisation and to determine the remuneration and benefits package, if applicable. If you are successful in securing a job with the Organisation, data collected during the recruitment process will be transferred and used for the purposes related to your employment with the Organisation.
4. It is the Organisation's policy to retain personal data of unsuccessful applicants for future reference for a period of twelve (12) months after completion of the recruitment exercise. When similar vacancies in the Organisation arise during the period, applications may be referred to the teams/departments concerned for consideration of employment. Thereafter, your application together with all materials you provide will be disposed of.
5. 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. Please direct your request in writing to [hr@hkac.org.hk](mailto:hr@hkac.org.hk) if you wish to exercise these rights.



## EMPLOYMENT REFERENCE CHECK CONSENT FORM

I, (full name) \_\_\_\_\_, holder of HKID Card No. / Passport No. \*  
\_\_\_\_\_, have applied for employment with Hong Kong Arts Centre and Hong Kong Art School ("HKAC" and "HKAS") and have provided information about my previous employment(s) and academic qualification(s). I authorize HKAC/HKAS:

1. to conduct a reference check with my present and/or previous employer(s). I understand that reference information may include, but not limited to, verbal and written inquiries or information about my employment performance, professional demeanor, rehire potential, dates of employment, salary and employment history;
2. to confirm educational qualifications as stated in my resume with corresponding education institute/university/college.

My signature below authorizes my former or current employers, referrers and/or education institute/university/college's registrar offices to release information regarding my employment record and/or educational qualification with their organizations and to provide any additional information that may be necessary for my application for employment to HKAC/HKAS, whether the information is positive or negative.

I knowingly and voluntarily release all former and current employers, references, and HKAC/HKAS from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with HKAC/HKAS. I further authorize HKAC/HKAS to obtain feedback and references from my supervisors, may or may not through a third party consultancy, over the course of my employment with HKAC/HKAS. I understand that subsequent and continued employment with HKAC/HKAS may be subject to this feedback.

This form may be photocopies or reproduced as a facsimile, and these copies will be as effective as a release or consent as the original which I sign.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*\*please delete as appropriate.*