



Victoria Educational Organisation

Central Office: 32 Hing Fat Street, Room 501, Causeway Bay, Hong Kong

Please complete the form in writing and email to marialau@victoria.edu.hk or fax to Ms. Maria Lau, Senior Head Teacher at (852) 2503 2264.

APPLICATION FOR EARLY CHILDHOOD EDUCATOR

Note: The personal data collected in this application form will be used to assess the applicant's suitability to assume the job duties of the position to which he/she has applied and to determine the remuneration subject to selection for the position. The data held by us will be kept confidential but upon appointment the information will be retained and divulged to other relevant departments within VEO personnel-related administration.

Section 1 : Personal Details		
Surname :	Given Name :	Photo
Date of Birth:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
Nationality :	First Language :	
Home Address :		
Home Telephone :	Mobile:	E-mail :
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married; Number of Children: _____ Age(s): _____		
If you were born in HK, at what age did you start to study overseas? _____ years old		
If you are currently staying in HK, please state your status: <input type="checkbox"/> HK Permanent Resident <input type="checkbox"/> Work/Dependent Visa Holder		
Do you have any criminal records? <input type="checkbox"/> No <input type="checkbox"/> Yes, please specify the details _____		
Teacher's Registration / Permit No. (if applicable):		(Granted by: _____)

Section 2 : Education and Qualifications							
Teaching Qualifications	Name of Institution	Specialist/ Major Subject (s)	Date Commenced	Date Awarded	Please indicate		
					F/T	P/T	Ext

Did you undertake practicum during the study? Yes No

Practicum Duration	Name of Institution	Age Range/s Taught by You

Other Tertiary Qualifications	Name of Institution	Specialist/ Major Subject (s)	Date Commenced	Date Awarded	Please indicate		
					F/T	P/T	Ext

Other Professional Qualifications/Certificates	Awarding Body	Specialist/ Major Focus	Date Commenced	Date Awarded	Please indicate		
					F/T	P/T	Ext

Professional Training undertaken since qualifying

Section 3 : Work Experience as a Qualified Teacher (in date order from current appointment)					
Position Held	Full-Time / Part-Time (if PT, state fraction)	School Name and Address	Age Range/s Taught by you	Period of service	
				From (month/year)	To (month/year)

If you are applying from outside of Hong Kong, have you ever held an overseas post before?

Yes No

If yes, please provide details:

Where? _____ When? _____

Section 4 : Personal Early Years Philosophy

Please share with us your beliefs about education in the pre-primary years(as succinctly as possible)

Section 5 : Reasons for Applying

Why are you applying for a post at Victoria Educational Organisation in Hong Kong?

Section 6 : Additional Comments

Is there anything else you would like to add in support of your application?

Section 7 : Referees

Please provide TWO recent professional referees. By filling in the following information, you are giving your consent for Victoria Educational Organisation to contact the referees, if you are short-listed for interview.

A.	Name		
	Position		
	Company Name		
	Telephone		Email
B.	Name		
	Position		
	Company Name		
	Telephone		Email

I understand that if I willfully give any false information or withhold any material information in this application form, or fail to notify the recruiting department any subsequent change of information provided, it will render me liable to disqualification for employment or termination of employment, if already employed.

Form completed by: _____

Date: _____