

THE UNIVERSITY OF HONG KONG

Appointments Unit

Please note that application form (document 152/708) has been replaced by this application form (341/1111).

CONFIDENTIAL

341/1111

APPLICATION FORM

for Professoriate, Academic, Professional and Senior Administrative Staff Grades

Please read the following notes and “Guidelines to Applicants for Submitting an Application for Professoriate/ Academic Appointment” (if appropriate) before completing this form.

Complete this form in BLOCK LETTERS in full. You may, if you wish, attach a full curriculum vitae, but please complete this form nonetheless, even where this duplicates the information provided, as it helps the selection committee to have basic data presented in a standard format. Applicants are advised to provide all the information requested in the form, where applicable, failing which the University may not be able to process and consider your applications. If you do not attach a full c.v., please give details of your research and publications, and other information which you consider relevant, on separate sheets.

Please submit one application form for each post.

Please send the completed form by e-mail (e-mail address as stated in the advertisement) by the closing date given in the advertisement.

How did you learn of this vacancy?

If you have any close friends and/or relatives working in this University, please give their names in full and indicate their relationship with you.. “Close relatives” include (a) spouse, (b) parents/parents-in-law, (c) brothers/sisters and brothers/sisters-in-law, and (d) children and their spouse.

Post applied for: **Ref. no.:**

Department:

Surname: **Given name(s) (in full):**

Title: Prof. / Dr. / Mr. / Mrs. / Miss / Ms. * **Name in Chinese (if applicable):**

Date of birth: **Nationality:**
H.K.I.D. Card no.:

Address for correspondence:

Contact no.: **Office telephone no.:**

Confidential fax no.: **E-mail address:**

Research interest/field (if applicable):

*Please give the names, correspondence addresses and faxes/e-mail addresses of three referees (and indicate their relationship with you) after you have obtained their consent and provided them with a copy of your c.v.: for **professoriate/academic** posts, at least one of your referees should be able to comment on your teaching ability and your contribution to teaching in your department, while the remaining two should have knowledge of your recent academic or employment experience; for **professional/senior administrative** posts, at least one of your referees should have knowledge of your current work.*

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I declare that the information I have given in this application is correct and complete to the best of my knowledge and belief. I attach _____ sheets of supplementary information.

Date _____ Signature

Name and Initials

EDUCATION BACKGROUND

Dates of attendance (month/year)		Name of Institution (including secondary schooling)		Qualifications obtained, with classification if any	Date of award (month/ year)
From	To				

PROFESSIONAL MEMBERSHIP

Name of professional body	Name of award	How it is obtained (e.g. by examination)	Date of award (month/year)

WORK EXPERIENCE (in descending chronological order)

Dates (date/month/year)		Name of Employment Institution		Position held <i>(if part-time please state this clearly)</i>
From	To			

Present salary (if applicable; if not, please quote last salary):

Next incremental date (if applicable):

If appointed, when would you be able to assume duty?

For Office Use

Date received

Acknowledged

No.

The information provided will be used for appointment to the University and upon appointment, for other appropriate purposes within the University. It might also be disclosed to internal departments/agencies authorised to process the information for appointment, e.g. for departmental/faculty review, health assessments, announcement of new appointments. Under the Personal Data (Privacy) Ordinance, applicants have rights to request access to and/or correction of their personal data held by the University. Requests should be made to the Assistant Registrar (Appointments), Human Resource Section, Registry, The University of Hong Kong (e-mail: apptunit@hku.hk). The University is an equal opportunity employer and adopts a policy of equal employment opportunities for persons with a disability.