

APPLICATION FORM FOR ACADEMIC / TEACHING/CLINICAL / FIELD EDUCATION POSTS

NOTES TO APPLICANTS:

1. This application form should be typed or written in block letters. Please use separate sheets for details or explanations if necessary. The completed application form **in duplicate** should be returned to the Human Resources Office, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong.
2. All information given in this form will be treated in **STRICT CONFIDENCE**.
3. The personal data in relation to your application will be used by the University to assess your suitability for assuming the position you are applying for. It may be provided to departments/offices/centres/units, and/or any other internal/external bodies, where applicable, as authorised by the University to process the information for purposes relating to the collection of such information.
4. It is our policy to retain the personal data of unsuccessful applicants for future reference purpose for a period of not longer than two years. When similar vacancies in the University arise during the period, we may transfer your application to the departments/offices concerned for consideration of employment. Thereafter, your application together with all materials you provide will be disposed of.
5. Provision of full and complete information in your application and completion of all items on the application form is obligatory for selection purposes. Failure to provide these data may affect the processing and outcome of your application.
6. Under the Personal Data (Privacy) Ordinance, you may request for access to, and/or correction of your personal data in relation to your application. If you wish to do so, please write to the Director of Human Resources, Human Resources Office, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong.

For Office Use

Ref. No.

Shortlisted

Interviewed

Reference

Post applied for

(Post Ref.

No. _____)

Specialism (if applicable)

Department

I learned of this vacancy from			
I PERSONAL PARTICULARS			
Surname		Given Name (in full)	
Name in Chinese (if applicable)		Title: *Prof. / Dr / Mr / Mrs / Ms / Miss	
Hong Kong I.D. Card No.	Passport No.	Date of Birth	
Correspondence Address		Tel. No.: (Office)	
		(Res.)	
Permanent Address		(Mobile)	
		Fax No.:	
		E-mail:	
II EDUCATION (in chronological order)			
Dates of Attendance (Month / Year)		Institution of Learning	Qualification or Degree Obtained
From	To		Date of Award (Month / Year)
*Please delete whichever not applicable. HR Form 72A (11/2011)			
III PROFESSIONAL QUALIFICATIONS (in chronological order)			
Name of Professional Institution	Name of Award	How is it obtained (e.g. by examination)	Date of Award (Month / Year)
IV APPOINTMENTS HELD (in chronological order)			
Dates (Month / Year)		Name of Organization	Appointment Held
From	To		(For part-time appointments, please specify)
V FURTHER DETAILS ON PRESENT/MOST RECENT EMPLOYMENT			
*Length of notice of resignation to my present employer / If appointed, earliest date available:			
*Present salary / Last salary: HK\$ _____ per month (_____ months per year)			
Date of last salary revision: _____			
Other allowances (please specify nature of each allowance and amount):			
Expected salary: HK\$ _____ per month			
*Former PolyU staff / Serving PolyU staff Staff no.: _____			
VI REFEREES			
Please nominate three referees who are able to comment on your suitability for the post applied.			
Name	Position Held and Organization/ Your Relationship with the Referee		Contact Address, Tel. No., Fax No. and E-mail

VII DECLARATION

I declare that the information given above is correct and complete to the best of my knowledge and belief. I understand that if I give any false information or withhold any relevant information, I shall render myself liable to dismissal upon appointment to the service of The Hong Kong Polytechnic University.

In connection with my application for the post of _____, I hereby authorise The Hong Kong Polytechnic University to send my CV and/or any materials relevant to my application to the referees nominated above for seeking references and any internal/external assessors to be appointed by the University as deemed necessary. I also authorise the nominated referees to release any relevant information of me to the University.

3. I understand that upon completion of this recruitment exercise, The Hong Kong Polytechnic University will retain my application for up to two years even if this application is unsuccessful and I *agree/do not agree to this. I understand that if I do, I should keep the University informed of any change in my personal particulars after submission of this application form.

Signature: _____ Date: _____

Name: _____ (IN BLOCK LETTERS)

*Please **delete** whichever not applicable.