

Personal Data Sheet

Position applied for : _____

Department/Unit : _____ **Ref. no. :** _____

NOTES FOR APPLICANTS

- (1) All information given in this form will be treated in **STRICT CONFIDENCE**.
- (2) **Please send this Sheet together with a cover letter and a copy of your updated curriculum vitae.**
- (3) The information provided in this sheet will be used for appointment at the University and other employment-related purposes (e.g. for departmental review, announcement of new appointments). It may be provided to any internal/external assessors where applicable, authorised by the University to process the information for purposes relating to appointment at the University.
- (4) Information provided by unsuccessful candidates will be destroyed after the appointment exercise has been completed.
- (5) The University will request candidates to provide details of at least three referees when necessary.
- (6) Please declare if you have a close personal relationship with staff member(s) of Lingnan University, where there is apparent/potential conflict of interest. _____

I PERSONAL PARTICULARS

Surname		Given name(s) in full	
Title: *Prof./Dr./Mr./Mrs./Miss/Ms.	Name in Chinese (if any)	*Hong Kong I.D. Card / Passport no.	
Date of birth (DD / MM / YY)		Nationality	
Correspondence address			
Residential telephone no.	Office telephone no.	Mobile phone no.	
Email address	Private fax no.	Languages spoken / written	

II HIGHEST ACADEMIC QUALIFICATIONS ACHIEVED

Highest qualification obtained: *PhD/Master's degree/Bachelor's degree/Others (Please specify: _____) Subject/Discipline: _____
Institution of learning

III DETAILS OF PRESENT/MOST RECENT EMPLOYMENT

Position	Employing institution / organization		
Present / Last monthly salary	No. of months paid per year	Next incremental date (if applicable)	
Allowances & fringe benefits			
Notice period required by present employer		Earliest date available if appointed	

IV DECLARATION

I declare that the information given in this sheet and my curriculum vitae is correct and complete to the best of my knowledge. I understand that if I wilfully give false information or withhold any material information, Lingnan University has every right to rescind any verbal/written offer of employment and I shall be liable to disciplinary actions, if applicable.	
_____ Applicant's signature	_____ Date

* Please delete where applicable.

For information of the University, please tick the source from which you learned about this vacancy.

- Chronicle of Higher Education
 Times Higher Education Supplement
 The Australian
 Webpage of South China Morning Post
 South China Morning Post - Classified Post
 Ming Pao
 Career Times (HK)
 University webpage
 Journal (Please specify: _____)
 Others (Please specify: _____)