



**HONG KONG ART SCHOOL APPLICATION FORM
FOR ACADEMIC / ADMINISTRATIVE / TECHNICAL
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 vitae. 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: _____ Ref. No. 參考編號: _____

Surname 英文姓氏: _____ Given name(s) (in full) 英文名字: _____

Name in Chinese 中文姓名: _____ H.K.I.D. /Passport no 身份證 / 護照號碼: _____

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

Home Telephone No. 住宅電話: _____ Office Telephone No. 公司電話: _____

Mobile Phone No. /Pager 手提電話 / 傳呼機號碼: _____ Fax no. 傳真號碼: _____

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，以作入學申請之考慮（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

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，香港藝術中心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			