兼任導師申請表格
Application Form for Part-time Instructor

請用正楷填寫 **Please fill in BLOCK LETTERS**

註：Note:

應徵者所提供的資料將用作招聘或其他與僱傭有關事宜，並會供大學有關部門、委員會或其他處理招聘事宜的人士查閱。招聘程序完成後，未獲取錄的應徵者資料，當無需保留時將全部銷毀。

The information provided will be used for appointment and other employment-related purposes in the University. It may be accessible to offices, committees or persons who will process appointment matters. Information on unsuccessful candidates will be destroyed after the recruitment exercise when no longer required.

I. 個人資料 Personal Particulars

英文姓名 (姓氏先行) Name in English (Surname First)

中文姓名 Name in Chinese	稱謂* Title	教授／博士／先生／小姐／女士／太太 Prof./Dr./Mr./Miss/Ms./Mrs.

國籍 Nationality

出生日期 Date of Birth — D D M M Y Y

職員證號碼 (只適用於香港中文大學職員) Staff ID No. (Applicable to CUHK staff only)

香港身份證／護照號碼* HKID Card/Passport No. ( )

簽發日期及地點 Date and Place of Issue

住址 (請以英文填寫) Residential Address (in English)

電話 Telephone
(住宅) (Home)　　(辦事處) (Office)　　(手提／傳呼機) (Mobile/Pager)

傳真號碼 Fax No.　　電郵地址 E-mail Address

通訊地址 (如與上址不同) Correspondence Address (if different from above)

II. 學歷（請順序列出） Academic Attainment (in chronological order)

日期 Date		院校名稱	主修	副修	所獲學歷	頒授日期
由 From	至 To	Name of Institution	Major	Minor	Qualifications Obtained	Date Awarded

III. 工作經驗（請順序列出） Working Experience (in chronological order)

工作經驗（教學經驗除外） Experience Other Than Teaching			
日期 Date		工作機構	職位	全職／兼職
由 From	至 To	Name of Employer	Appointment Held	Full-time/Part-time

* 請刪去不適用者。Please delete as appropriate.

教學經驗　Teaching Experience				
日期 Date		院校名稱	職位	任教科目及程度
由 From	至 To	Name of Institution	Appointment Held	Subject and Level Taught

IV. 專業資格 Professional Qualification(s)/Membership(s)

專業團體 (全名)	所獲專業資格	獲取途徑 (如考試、推選等)	頒發日期
Professional Body (Full Name)	Qualification/Membership Obtained	Channel of Award (e.g. exam., election)	Date of Award

V. 欲任教課程（如適用）　Specific Courses/Programmes Intended to Teach (if any)

Day(s) Available*　　　　　: Monday/Tuesday/Wednesday/Thursday/Friday/Saturday/Sunday

Time Available　　　　　　: Day-time (From _____ a.m./p.m.)

　　　　　　　　　　　　　　 Evening (From _____ p.m.)

Location(s) Preferred*　　 : Hong Kong/Kowloon/New Territories

* 　請刪去不適用者。Please delete as appropriate.

VI. 專長 Expertise

VII. 您目前是否香港中文大學全日制研究生？
Are you currently a full-time postgraduate student of CUHK?

☐ 是 Yes

　　學號 Student ID _____　　課程 Programme _____

　　修業年 Study Year _____　　學系 Department _____

　　預計畢業年份 Expected Year of Graduation _____

　　享有研究生獎學金 Receiving studentship?　　☐ 是 Yes　　☐ 否 No

　　(註：享有研究生獎學金或其他形式獎學金的研究生，在所屬學院院長批准後，可根據大學規定之工作時數與薪酬，受聘擔任兼職教學工作。)
　　(Note: Postgraduate students receiving studentship and the like from the University may, with the approval of Faculty Dean, take up part-time teaching engagements up to the number of working hours per academic year at the pay-rate as set out by the University.)

☐ 否 No

　　本人現非香港中文大學全日制研究生，本人明白如本人成為香港中文大學的全日制研究生，本人須即時知會香港中文大學專業進修學院，且本人之薪酬可能受到調整。
　　I am not a full-time postgraduate student of CUHK currently.　 I understand that it's my responsibility to inform the School of Continuing and Professional Studies immediately should I become a full-time postgraduate student of CUHK and my pay-rate may be adjusted accordingly.

簽署 Signature _____　　　　　日期 Date _____

VIII. 諮詢人 Referees

姓名 Name	職銜 / 機構 Position / Organisation	通訊地址 Correspondence Address	聯絡電話 / 電子郵址 Contact no. / E-mail Address
1.			
2.			

除非特別註明，學院將毋須再行通知應徵者並可逕向上述諮詢人查詢。請先行知會上述諮詢人。

Unless otherwise specified, consent is deemed given by the applicant to the School to approach the above referees whenever appropriate without prior notification.   Please also inform your referees that such consent has been given by you.

IX. 聲明 Declaration

本人謹此聲明本人所提供之資料均屬真實。本人明白倘若故意虛報資料或隱瞞重要事實，香港中文大學專業進修學院可取消已發出的口頭或書面聘約，或縱使已獲聘任仍可遭解僱。

I declare that the information given by me is correct and complete to the best of my knowledge.   I understand that if I knowingly supply false information or withhold any material information, School of Continuing and Professional Studies 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 the School.

申請人簽署 Signature   日期 Date

For Official Use Only

Name of Bank and Branch Address

Account Number