

Notes for completing the application for primary teaching with the Hong Kong government's Native English Speaking Teachers (NET) Scheme. (application form follows)

1. Ensure you have checked the qualification requirements before you complete this application form as only those with the required qualifications will be considered. Primary applicants require qualifications including either a Teaching Certificate, a degree, degree plus Dip. Ed. or B. Ed. All applicants for primary positions also require a TESOL qualification at least to certificate level. Go to www.edstaff.com.au (Teach in Hong Kong section of our website) for details.
2. Complete each item on the application form in block letters and in black ink (or word process).
3. Ensure all information supplied on the application form is accurate and complete. **Do not just attach a pre-prepared CV.** If there is insufficient space on the application for your details, provide additional details on a separate sheet attached to the application.
4. Your application will not be considered if it is not clear that you have the minimum qualifications, training or experience specified. Please note applicants who are 60 or over are ineligible for NET positions. Check qualification requirements from the Teach in Hong Kong section of the EdStaff website www.edstaff.com.au or go to the Hong Kong Education Bureau's website www.edb.gov.hk and click on the NET Scheme icon.
5. **An active email address must be provided.** It will be used for communication including interview date/venue, results of your application and job offers.
6. **Details of documentation required can be accessed from the Teach in Hong Kong section of the Edstaff website www.edstaff.com.au or go to the Hong Kong Education Bureau's website www.edb.gov.hk and click on the NET Scheme icon.** **Certified copies** of your degree diplomas/ certificates, transcripts of studies and statements of service regarding your teaching experience **MUST** be attached to the application. Certification can be done by the police, a Justice of the Peace or a solicitor. Ensure you take your original documents and a copy of documents for certification. Documentation to be certified includes:
 - a. degrees, diplomas, certificates
 - b. academic transcripts,
 - c. teaching records (confirming your employment history)
 - d. teacher registration
 - e. police check
7. **The duration (in weeks) of teaching practice (practicum) undertaken during your teacher training qualification needs to be provided.** If it is not stated on your academic transcript you should provide a letter from the awarding institution confirming the number of weeks of teaching practice.
8. **Statements/certificates of service** from schools/ educational institutions to certify your teaching experience **MUST** contain the following information:
 - a. your full name (as shown in your birth certificate/ marriage certificate/ passport)
 - b. length of employment, with exact dates; (i.e. from month /year to month/year)
 - c. nature of employment (i.e. whether full-time or part-time)
 - d. for part-time employment, fraction of full-time experience (e.g. 0.3 full time equivalent)
 - e. age and levels/grades of students taught.

9. Selection interviews are usually undertaken in the cities listed in section (F). Ensure you have selected a location by ticking one of the boxes. If it is decided to change the interview location we will interview you at a location nearest to your correspondence address. Candidates invited for an interview will be contacted by email. Contracts are for 2 years (approx).
10. The personal data provided in your application will be used for teacher appointment matters. This data may be disclosed to other agencies and or government departments for teacher appointment purposes.
11. The provision of personal data by means of this form is obligatory. If you do not provide sufficient information, the Hong Kong Special Administrative Region Government may not be able to process your application
12. You have a right to access and correct the information in your application. Contact Edstaff for any enquiries concerning your application.
13. **Send 2 copies (with official documents certified)** of the completed application form and supporting documents to:

Edstaff
PO Box 2281
North Brighton
Victoria
Australia 3186

If you are unable to provide all the required documentation by the closing date for applications (for the closing date go to www.edstaff.com.au/hongkong_teach.asp) please attach a note identifying the documentation still to be provided.

Please carefully review the qualification and documentation requirements before sending your application. To confirm documentation & qualifications go to www.edstaff.com.au and then the Teach in Hong Kong section

If you have any queries do not hesitate to contact Edstaff

Ph: 03 9596 8688 or international + 61 3 9596 8688
Fax: 03 9596 8989 or international + 61 3 9596 8989
team@edstaff.com.au
www.edstaff.com.au

Candidate No.

EDP7

(official use only)

Application for Employment as Native-speaking English Teacher (NET) in Primary Schools

Ensure you have checked the qualification requirements at www.edstaff.com.au before you complete this form

(A) Personal Details

Name: Mr/Mrs/Ms _____
First name Family name

Date of birth ____/____/____ Place of birth _____ Nationality _____
D / M / Y

Passport Number (if available) _____ Hong Kong ID Number (if available) _____

Residential Address _____

_____ Postcode _____

_____ (Country)

Correspondence Address (if different from address given above, do not use PO Box)

_____ Postcode _____

_____ (Country)

for official use only

Email Address [note applicants are contacted by email, an email address is essential]

Work/daytime telephone _____ - _____ - _____
Country code Area code Phone number

Mobile number _____

Residential telephone _____ - _____ - _____
Country code Area code Phone number

Fax Number _____ - _____ - _____
Country code Area code Fax number

(B) Academic attainment (in chronological order)

Please attach copies of transcripts and diplomas

Colleges, universities, etc. attended	Qualifications (e.g. BA)	Major Subjects	Full or part time	on campus / distance learning	Date (month / year)	
					From	To

Teacher training qualifications (in chronological order).

Please note: A teaching English as a second language or second language qualification at least to certificate level (TEFL/TESL) is one of the required qualifications.

(C)

Please attach copies of transcripts, diplomas, degrees and degrees (see notes 5 & 6)

Qualifications (e.g. Dip Ed, Grad Dip Teaching, M.Ed. PGDE, Teacher's Cert, Cert TESL/TEFL)	Full name of issuing authority	No. of weeks of teaching practice	Full or part time	On campus / distance learning	Date (month / year)	
					From	To

(D) Post-qualification teaching experience including teaching in English and TESL/TEFL (in chronological order).

Please include only continuous employment of more than 3 months

Please provide statements/certificates of service of your teaching experience (see note 7)

Name of institution	Age/Levels taught	Subjects taught	Date (day/month/year)		Full or Part time
			From	To	

Total number of years of full-time equivalent teaching experience _____

(E) Skills

(a) Language

First language	Second language	Others

(b) Others (extra-curricular activities, IT, etc.)

(F) Other Information

1. Preferred Interview Venue (✓ only one box)

- Melbourne Sydney Brisbane Adelaide Perth Hobart
 Hobart Canberra Hobart
 Hamilton Auckland Wellington Christchurch Dunedin

Please note, not all these venues may be used.

2. Do you hold a valid teacher registration certificate?

- Yes (Please fill in the boxes below) No

(Please attach copy of the certificate)

Issuing Authority	State/Country you are permitted to teach	Issue Date (Month/Year)	Expiry Date (Month/Year)

(G) Referees - please provide all details requested below including an email address.

Referees should be at principal, deputy principal, faculty coordinator level. You may include reference letters you may have with your application. Referees will not be contacted until you have been short listed from the interview.

Name	Position and workplace	Email Address	Phone and fax number

(H) Please indicate when you are available to begin work in Hong Kong

Indicate the date and month that you can begin (starts are by mid August 2009)

_____ / 2009

- I understand that if I willfully give any false information in this application form or withhold any material information, it will render me liable to disqualification for employment by a school in Hong Kong or dismissal, if already appointed in a school in Hong Kong.
- I consent to the Government of Hong Kong Special Administrative Region (or its representatives) making any necessary enquiries for purpose relating to recruitment by and employment with a school in Hong Kong and for the verification of the information given above. I authorise all government departments and other organisations or agencies to release any record or information as may be required for these enquiries (including, inter alia, obtaining a reference from my current and/or previous employer(s) before offer of appointment; obtaining my medical examination reports, medical board reports or medical records from relevant authorities/agencies/medical personnel and transferring of such data to other authorities/agencies/medical personnel; and making enquires from relevant institutions/agencies regarding my academic/professional qualifications and obtaining relevant records and transferring of such data to other authorities/agencies for qualifications assessment).
- I understand and accept that the information given above will be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to appointment as the Native English-speaking Teacher, e.g. qualifications assessment, employer reference and integrity checking, etc. as may be necessary.

Signature of Applicant _____

Date _____

Please carefully review the qualification and documentation requirements before sending your application. To confirm go to edstaff.com.au (Teach in Hong Kong section)

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PO Box 2281, North Brighton
Victoria Australia 3186**