

## Notes for completing the application for secondary teaching with the Hong Kong Education Bureau'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. Secondary applicants with teaching qualifications require an English major/teaching method (in a Degree or Dip Ed). Applicants with a degree with an English major but no teaching qualifications require a TEFL/TESL at least to diploma level. Applicants with a degree without an English major require a masters degree in TEFL/TESL. All secondary applicants must have the equivalent of at least one years teaching experience at secondary level or above. Go to [www.edstaff.com.au](http://www.edstaff.com.au) (Teach in Hong Kong section of our website) for more 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 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 59 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](http://www.edstaff.com.au)
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 the documentation required can be accessed from the Teach in Hong Kong section of the Edstaff website [www.edstaff.com.au](http://www.edstaff.com.au) or go to the Hong Kong Education Bureau's website [www.edb.gov.hk](http://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 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
  - f. details of at least one year of English teaching

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](http://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 and qualifications required go to [www.edstaff.com.au](http://www.edstaff.com.au) (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](mailto:team@edstaff.com.au)  
[www.edstaff.com.au](http://www.edstaff.com.au)



**(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

**(C) Teacher training qualifications (in chronological order)**

*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 or ESL/EFL (in chronological order)**

*Please include only continuous employment of more than 3 months*

*Secondary applicants must have the equivalent of at least one years teaching experience at secondary level or above*

*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.)

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**(F) Other Information**

1. Choice of Interview Venue (√ only one box)

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

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 \_\_\_\_\_

**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**