

NOTES TO APPLICANTS 注意事項

- You are requested to provide all certificates, transcripts, ID copy, address proof and other relevant documents to support information given in your application.**
 申請者須隨表出示所有證書、成績單、身分證副本及住址證明及其他有關文件的正本，以證明申請表內所填報的資料正確無誤。
- All sessions in this application must be completed. All information given in this form will be treated in STRICT CONFIDENCE.**
 申請者必須填寫本表格的所有部分，所有申請資料將絕對保密。
- The information provided will be used for franchisee recruiting or related purpose in the company. It may be accessible to offices or persons who will process appointment matters. Information on all unsuccessful candidates will be destroyed after six month of the recruitment exercise.**
 申請者所提供之資料將用作特許經營招募或有關事宜，並會供有關部門查閱。招募程序完成後，未獲取錄之申請者資料，將於六個月後全部銷毀。
- Under the Personal Data (Privacy) Ordinance, you may request for access to, and/or correction of your personal data in relation to your application. If you wish to do so, please write to Recruit and Training Team – Franchise Recruit, Kumon Hong Kong Co., Ltd., Unit 4301, Cosco Tower, 183 Queen’s Road Central, Hong Kong.**
 根據《個人資料(私隱)條例》，申請人可要求查閱及/或改正所填報的個人資料。如欲行使這項權利，請致函香港皇后大道中一八三號中遠大廈四三零一室公文香港有限公司教室拓展組 - 特許經營招募。

Applicant can apply to offer courses of Mathematics and one of the languages programmes (English or Chinese) in the initial centre operation period. After operating the centre for a designated period of time, instructor will be eligible to offer courses for the other language programme upon passing the internal assessment of the company.
 申請者在開設教室初期必須提供數學科及一個語文科目(英文或中文課程)；在教室營運一定時間之後，經過公司內部評審，導師亦可開辦其餘的語文科目。

申請者在開設教室初期必須提供數學科及一個語文科目(英文或中文課程)；在教室營運一定時間之後，經過公司內部評審，導師亦可開辦其餘的語文科目。

Subjects Applied in Initial Application (Please select one below) 首次申請指導之科目 (任選以下其中一項)

- 數學及英文
 Mathematics & English
- 數學及中文
 Mathematics & Chinese

I. PERSONAL PARTICULARS 個人資料

Name in English 英文姓名	Surname 姓氏	Given Name (in full) 名字		Photo
Name in Chinese 中文姓名		Nationality 國籍		
Date of Birth 出生日期		Sex 性別		
*MACAU ID Card / HKID Card /Passport No. 澳門身份證/ 香港身份證/護照號碼		*Marital Status 婚姻狀況 Married / Single / divorced 已婚 未婚 離婚		E-mail Address 電郵地址
Permanent Address 地址				Home Tel. 住所電話
				Office Tel. 辦事處電話
				Mobile No. 流動電話
Emergency Contact person 緊急聯絡人			Emergency Contact No. 緊急聯絡電話	

II. EDUCATION AND ACADEMIC QUALIFICATIONS 學歷

(Please list in chronological order 請按年份順序列出)

Dates 日期 (M/Y) (月/年)		Full Name of Tertiary Institutions Attended/Attending 曾/現就讀院校名稱	Qualifications Obtained 所得資格(文憑/學位)	Date of Award (M/Y) 頒授日期 (月/年)	For office Use Copy Verified 已核對 副本
From 由	To 至				

III. PROFESSIONAL QUALIFICATIONS 專業資格

(Membership obtained from professional association or public examination 由專業學會或公開考試獲得之會員資格)

Name of Association/ Professional Institution 學會/專業機構名稱	Qualification/Membership Obtained 所獲專業資格	Channel of Award (e.g. Exam, Election etc.) 獲取途徑 (如考試, 推選 etc.)	For Office Use Copy Verified 已核對 副本

IV. WORKING EXPERIENCE 工作經驗 (Please list the latest three positions 請列出最近三個職位)

Name of organization or Employer 工作機構/僱主名稱			
Position Held 職位		*Full-Time /Part-time 全職/兼職	
Period of Employment (M/Y) (月/年)	From 由	To 至	
Nature of Work/Duties 工作性質/職責			
For Office Use : Copy Verified 已核對副本			

Name of organization or Employer 工作機構/僱主名稱			
Position Held 職位		*Full-Time /Part-time 全職/兼職	
Period of Employment (M/Y) (月/年)	From 由	To 至	
Nature of Work/Duties 工作性質/職責			
For Office Use : Copy Verified 已核對副本			

Name of organization or Employer 工作機構/僱主名稱			
Position Held 職位		*Full-Time /Part-time 全職/兼職	
Period of Employment (M/Y) (月/年)	From 由	To 至	
Nature of Work/Duties 工作性質/職責			
For Office Use : Copy Verified 已核對副本			

V. DETAILS OF PRESENT/LAST EMPLOYMENT 現職/近職資料

*Present/Last Basic Monthly Salary *現職/近職之每月基本薪金			
Other Allowances/Bonus and Benefits 其他津貼/花紅及福利		<input type="checkbox"/> Medical 醫療 <input type="checkbox"/> Housing 房屋 <input type="checkbox"/> Commission 佣金 <input type="checkbox"/> Bonus 花紅 <input type="checkbox"/> Others 其他	
Notice Period Required for Leave application 現職請假通知期		Notice Period Required for Resignation 現職離職通知期	

VI. REFERENCES 諮詢人資料*(One of them should be your previous employer in whose employment you have served for substantial period.**其中一位必須為近期的僱主，並曾為其工作一段時間)*

Name 姓名	Your relationship with the referee 與諮詢人關係	
Position & Name of Company 職銜及公司名稱		
Address 通訊地址		
Telephone No. 電話號碼	Fax No. 傳真號碼	E-mail 電郵地址

Name 姓名	Your relationship with the referee 與諮詢人關係	
Position & Name of Company 職銜及公司名稱		
Address 通訊地址		
Telephone No. 電話號碼	Fax No. 傳真號碼	E-mail 電郵地址

VII. OTHER INFORMATION 其他資料

Language Competence 語言能力	Spoken 會話 :
	Written 書寫:
Computer Knowledge 電腦技能	
Criminal Record 刑事記錄 ¹	<input type="checkbox"/> No 沒有 <input type="checkbox"/> Yes 有 Please declare 請說明
Bankruptcy Record 破產紀錄 ²	<input type="checkbox"/> No 沒有 <input type="checkbox"/> Yes 有 Please declare 請說明

VIII. CENTRE SET UP PLAN 教室開設計劃

Date Available 可開設教室日期		Budget 資金預算	
Target District 目標開設地區	1)	2)	3)
Target Size (sq. ft.) 目標教室面積 (平方尺)		Expected Monthly Rent 預算每月租金	
Expected Monthly Enrollment 預算每月新生人數		Expected Breakeven Period 預算收支平衡期	
Expected Student Number 預算教室學生人數		Expected Monthly Profit 預算每月盈利	

IX. Please answer the following questions in English if you choose to instruct Mathematics and English.**如選擇開設數學及中文科，請以中文回答以下問題**

1. How did you find out about Kumon Method? 你如何得知公文式?

2. How did you find out about this orientation? 你如何得知今次的說明會?

- Apple Daily 蘋果日報 Metro Daily 都市日報 Headline Daily 頭條日報 AM 730 Metro Pop 都市流行
 Kumon Official Web 公文香港網頁 Baby Kingdom web 親子王國網頁 MACAU Direct Mail 澳門通函
 親友轉介 公文教室轉介 Others 其他途徑: _____

¹ If the applicant has been convicted of a criminal offence affecting his character, the full circumstances of such matter must be disclosed. 申請人如被裁定已犯有損其品格的刑事罪行，須將該事的詳細情形披露。

² If the applicant is/was bankrupt or has entered into a voluntary arrangement under the Bankruptcy Ordinance (Cap.6), the full circumstances of such matter must be disclosed. 申請人如是《破產條例》(第六章)所指的破產人或已根據該條例訂立自願安排，須將該事的詳細情形披露。

3. How would you develop your career? 你會怎樣發展你的事業?

4. What are your criteria in running an education centre? 你認為營運教育中心的先決條件是甚麼?

5. What is your ideal education centre? 你的理想教育中心是怎樣的?

6. What is your aspiration towards education? 你對教育的抱負?

7. Why do you want to be Kumon instructor? 為什麼想成為公文式的導師?

X. DECLARATION 聲明

I declare that the information given above is correct and complete to the best of my knowledge and belief, and I understand that any willful mis-statement will render myself liable to immediate dismissal, if engaged. I hereby give my consent to Kumon Hong Kong Co. Ltd. to contact the above two referees and/or my previous employers to comment on my academic/professional suitability in respect of my application.

I understand that my application together with all materials I provided will only be valid for six months from the date of this application and will be destroyed afterwards.

I agree that I will not disclose any information provided by Kumon Hong Kong Co. Ltd. to any third party.

本人茲特聲明上述資料正確無訛，並明白任何故意之虛報聲明將會導致本人被即時解除合約。本人同意公文香港有限公司向上述兩位諮詢人及/或本人前任僱主詢問有關本人之學歷/專業經驗作為此次申請之參考。

本人明白此申請表格及所附文件由遞交申請表日起計六個月內方為有效，並會在其後予以銷毀。

本人同意不會向任何第三者發放任何由公文香港有限公司提供的資訊。

Instructor Orientation Date
導師招募說明會日期

Application Date
申請日期

Signature
簽名
