



**Kumon Hong Kong Co., Ltd.**  
公文香港有限公司

**Instructor (Franchisee) Application Form**  
**導師 (特許經營者) 申請表**

**NOTES TO APPLICANTS 注意事項**

1. You are requested to provide valid Identity Card and all original certificates, transcripts, address proof, and other relevant documents for identification purpose, in order to support information given in your application.  
申請者須隨表出示有效身份證，所有證書、成績單、住址證明、及其他有關文件的正本作核對用途，以證明申請表內所填報的資料正確無誤。
2. All sections in this application must be completed. Your provision of all personal data requested in this form is obligatory. You must ensure that all personal data provided are accurate, complete and up-to-date. If fail to supply such data or if the personal data provided is inaccurate or incomplete, the process and the outcome of your Instructor (Franchisee) application may be affected, and may result in Kumon Hong Kong unable to process your application.  
申請者必須填寫本表格的所有部分。申請者必須填報申請表內要求提供的所有個人資料。申請者應確保提供準確、完整及最新的個人資料。若未能提供公文香港要求所需的個人或其他資料、或提供的資料不準確或不完整，將可能影響申請者之導師（特許經營者）申請的處理和結果，或導致公文香港無法處理申請者的申請。
3. Misrepresentation or concealment of information in this form will lead to automatic disqualification of the application. Kumon Hong Kong reserves the right to terminate any agreement made as a result of such misrepresentation or concealment.  
此申請表如有虛報或隱瞞，申請者將被撤銷申請資格，公文香港保留終止因此而訂之任何合約的權利。
4. Please read the attached "Personal Data Collection Statement for Instructor (Franchisee) Applicants" before completing this form.  
填寫本申請表前，請細閱本申請表附隨的「收集導師（特許經營者）申請者個人資料聲明」。

Applicant can apply to offer courses of Mathematics and one of the language 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。

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

數學及英文  
Mathematics & English

數學及中文  
Mathematics & Chinese

<b>Instructor Orientation Date</b> 導師招募說明會日期	
<b>Candidate Number</b> 申請者編號	<b>(For Office Use)</b> (只供有關部門填寫)

**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		
* HKID Card / MACAU ID Card /Passport No. 香港身份證/澳門身份證/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 住址		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	
Referee (If any) 推薦人 (如有)		Relationship with Referee 與推薦人的關係	

**II. EDUCATION AND ACADEMIC QUALIFICATION 學歷**

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

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

**III. PROFESSIONAL QUALIFICATION 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

\* Please delete as appropriate 請刪除不適用者

**IV. WORKING EXPERIENCE 工作經驗** (Please list the latest three positions in anti-chronological order 請以時間倒序列出最近三個職位)

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 Allowance/Bonus and Benefit 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

\* Please delete as appropriate 請刪除不適用者

**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 Referencee 與諮詢人關係	
Title of Referencee & Name of Company 諮詢人職銜及公司名稱		
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 Referencee 與諮詢人關係	
Title of Referencee & Name of Company 諮詢人職銜及公司名稱		
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:
Criminal Record 刑事紀錄 <sup>1</sup>	<input type="checkbox"/> No 沒有 <input type="checkbox"/> Yes 有 Please declare 請說明
Bankruptcy Record 破產紀錄 <sup>2</sup>	<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 <sup>3</sup>	
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. DECLARATION 聲明**

- I declare that all information given above is correct and complete to the best of my knowledge and belief, and I understand that any willful misstatement will render myself liable to immediate termination of franchise agreement.  
本人茲特聲明上述資料正確無訛，並明白任何故意虛報聲明將導致本人被即時中止特許經營合約。
- I hereby give my consent to Kumon Hong Kong Co. Limited to contact the above referencees and/or my previous employers on my academic/professional suitability in respect of my application.  
本人同意公文香港有限公司可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。
- I understand and confirm that my application will be valid for six months from the date of this application.  
本人明白並確認本申請將由遞交申請表之日起計六個月內有效。
- I agree and confirm that I will not disclose any information provided by/related to Kumon Hong Kong Co. Limited to any third party.  
本人同意並確認本人不會向任何第三者發放任何由公文香港有限公司提供的/有關公文香港有限公司的資訊。
- I confirm that I have read the "Notes to Applicant" in this application form and fully understand the contents thereof.  
本人確認已細閱及完全明白本申請表內的「注意事項」。
- I acknowledge receipt of a complete "Personal Data Collection Statement for Instructor (Franchisee) Applicants" and confirm that I am fully understand the contents thereof. I agree that the above personal data and information will be used for purposes relating to my application for Instructor (Franchisee) and will be used from time to time for Instructor (Franchisee) related matters (if applied successfully).  
本人確認收妥「收集導師(特許經營者)申請者個人資料聲明」並完全明白有關內容。本人同意公文香港可使用本申請表內的個人資料，作為處理本人之導師(特許經營者)申請及不時用於處理導師(特許經營者)相關事宜之用途(如成功申請)。

**Signature**  
簽名 \_\_\_\_\_

**Date**  
日期 \_\_\_\_\_

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 Applicants are required to provide proof of sufficient funds for setting up a Kumon centre upon Kumon Hong Kong Co. Ltd. request.  
在公文香港有限公司的要求下，申請人需提供開設教室所需資金的證明。

## Personal Data Collection Statement for Instructor (Franchisee) Applicants

### 收集導師（特許經營者）申請者個人資料聲明

**Kumon Hong Kong Company Limited** 公文香港有限公司

#### 1. Personal Data Privacy 個人資料私隱

Kumon Hong Kong Company Limited (“Kumon Hong Kong”) always strives to protect the personal data privacy of Instructor (Franchisee) Applicants. Kumon Hong Kong respect personal data privacy and are committed to fully implementing and complying with the data protection principles and all relevant provisions under the “Personal Data (Privacy) Ordinance” (“Ordinance”). Any personal data which is collected from you shall be handled in accordance with this “Personal Data Collection Statement for Instructor (Franchisee) Applicants” (“Statement”).

公文香港有限公司（「公文香港」）致力保障導師（特許經營者）的個人資料私隱。公文香港尊重個人資料私隱，並且全力執行及遵守保障資料原則，以及《個人資料（私隱）條例》（「條例」）的各項有關規定。任何從閣下收集的個人資料將依循本「收集導師（特許經營者）申請者個人資料聲明」（「聲明」）處理。

#### 2. Purposes of Collection of Personal Data 收集個人資料的目的

Your provision of all personal data requested in the “Instructor (Franchisee) Application Form” is obligatory. The personal data collected from you will be used for purposes relating to your application for Instructor (Franchisee) and will be used from time to time for Instructor (Franchisee) related matters (if applied successfully). You must ensure that all personal data provided are accurate, complete and up-to-date. If fail to supply such data or if the personal data provided is inaccurate or incomplete, the process and the outcome of your Instructor (Franchisee) application may be affected, and may result in Kumon Hong Kong unable to process your application.

閣下必須填報「導師（特許經營者）申請表」內要求提供的所有個人資料。所有向閣下收集的個人資料將用於處理閣下之導師（特許經營者）申請及不時用於處理導師（特許經營者）相關事宜之用途（如成功申請）。閣下應確保提供準確、完整及最新的個人資料。若未能提供公文香港要求所需的個人或其他資料、或提供的資料不準確或不完整，將可能影響閣下之導師（特許經營者）申請的處理和結果，或導致公文香港無法處理閣下的申請。

#### 3. Disclosure of Personal Data 個人資料之披露

Kumon Hong Kong will take all practicable steps to keep your personal data confidential but we may provide your personal data to the following parties (whether within or outside Hong Kong/Macau):

- (a) subsidiaries, associated companies of Kumon Hong Kong; and
- (b) any person to whom we are under an obligation to make disclosure under the requirements of any law binding on Kumon Hong Kong.

Such data may be transferred to a place outside Hong Kong/Macau.

公文香港將採取一切可行步驟將閣下的個人資料保密，但我們可能會將閣下的個人資料提供予下列各方（不論於香港／澳門境內或境外）：

- (a) 公文香港的附屬公司、聯營公司；及
- (b) 根據對公文香港具有約束力的任何法律規定，公文香港有責任向其作出披露的任何人士。

有關資料可能轉移至香港／澳門境外。

#### **4. Access and Correction of Personal Data 個人資料之查閱及改正**

You may at any time request access to and to correct personal data relating to you in relation to your application. A reasonable fee may be charged to you for processing any data access request.

Any request for the correction of or access to personal data should be addressed in writing to:

Personal Data Privacy Officer

Kumon Hong Kong Company Limited

Rooms 3403-08, 34<sup>th</sup> Floor, Chubb Tower, Windsor House, 311 Gloucester Road, Hong Kong

閣下可隨時要求查閱及改正在導師（特許經營者）申請中與閣下有關的個人資料，而公文香港可能為此向閣下收取合理費用。任何查閱或改正個人資料要求應以書面形式向以下人士提出：

公文香港有限公司

個人資料私隱主任

香港告士打道 311 號皇室大廈安達人壽大樓 34 樓 3403-08 室

#### **5. Retention of Personal Data 個人資料之保留**

Kumon Hong Kong will ensure your personal data is not kept longer than is necessary for the fulfilment of the purpose for which your personal data is or is to be used. Personal data of unsuccessful applicant will normally be destroyed within six months after rejection of the application.

公文香港會確保閣下的個人資料的保存時間不會超過將其保存以貫徹資料被使用或會被使用於的目的而所需的時間。在一般情況下，未獲取錄申請者的個人資料將於六個月內全部銷毀。

2017 Version

2017 年版

**Note:** This Statement may from time to time be updated, revised, or otherwise changed where Kumon Hong Kong deem necessary. In case of discrepancies between the English and Chinese version, the Chinese version shall apply and prevail.

注：若公文香港認為有必要時，本聲明可不時予以更新、修訂或以其他方式予以更改。中文本與英文本如有歧義，概以中文本為準。