

(For Office Use Only) Application No.:

SCHOLARSHIP FOR PROSPECTIVE ENGLISH TEACHERS (2017/18)

APPLICATION FORM

- (a) Read the Information Sheet (Annex 2) carefully before completing this form.
- (b) Complete the form in BLOCK letters and in black ink.
- (c) Complete all relevant parts in the form accurately. If there is insufficient space, use a separate sheet and attach it to the application form. You are advised to keep a photocopy of the completed application form for your own reference.
- (d) Your provision of all the personal data requested in this form is obligatory, except those items clearly marked as optional. Your application may not be processed if you fail to provide all information as required.
- (e) The application period is from **7 to 17 August 2017**. The completed form, together with all supporting documents, should be submitted by post or in person to:
Language Teacher Qualifications Team
Professional Development and Training Division, Education Bureau
Room 1107, 11/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong
- (f) Mark clearly on the envelope “Application for the Scholarship for Prospective English Teachers (2017/18)”. Application submitted after the deadline of application may not be processed.
- (g) Applicants should also make arrangements for the Recommendation Form to be completed and sent to the Education Bureau at the address in (e) above by **17 August 2017**. Otherwise, the applications may not be processed and the applicants concerned will not be shortlisted for the selection interviews even if they have met the shortlisting criteria.
- (h) For enquiries about the Scholarship for Prospective English Teachers (2017/18), please send an email to ltq@edb.gov.hk or contact Ms Louisa YUNG (Tel. 852-2892 5760) or Mr Eddie KWAN (Tel. 852-2892 5492) of the Professional Development and Training Division, Education Bureau.

Section A Personal Particulars

Name in English		(Surname)	(Other Names)	
Name in Chinese <i>(if applicable)</i>			Chinese Name in Chinese Commercial Code <i>(if applicable)</i>	
Date of Birth	__/__/____ (dd/mm/yyyy)		Place of Birth	
Sex[#]	<input type="checkbox"/> M <input type="checkbox"/> F		Nationality	
Hong Kong Identity Card Number <i>(Please submit a copy of your Hong Kong Identity Card)</i>				
Do you need a student visa / an entry permit for the purpose of study in Hong Kong?[#] <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following information related to your Passport / Travel Document and submit a copy of your Passport / Travel Document.				
Passport / Travel Document Number		Issuing Authority for Passport / Travel Document		
Date of Issue	__/__/____ (dd/mm/yyyy)		Date of Expiry	__/__/____ (dd/mm/yyyy)
Permanent Address <i>(a residential address in home country or normal place of residence)</i>				
Correspondence Address in Hong Kong <i>(if different from the address given above)</i>				
Contact Telephone Number ^{Note}		Residential Telephone Number <i>(optional)</i> ^{Note}		
Email Address ^{Note} <input type="checkbox"/> [#] I want to receive an acknowledgement email of receipt of my application.				

^{Note} - Applicants who are currently residing in Hong Kong should enter their telephone numbers in Hong Kong. Non-local applicants who are currently residing outside Hong Kong should provide the telephone numbers in their home country/ normal place of residence. A direct contact telephone number in Hong Kong should be provided if they have one. Applicants should also ensure that they can be reached via email, after the application has been submitted.

[#] - Please insert a “✓” in the appropriate box.

Section C Education

I. Study programmes attended

School(s), College(s), Higher Education Institution(s), etc. Attended	Class Attended	Qualification Obtained	Date (Month/Year)	
			From	To

Please submit a copy (copies) of graduation certificate(s).

II. Study programme to pursue in the 2017/18 school year

Name of Higher Education Institution	Title of Programme	Major Subject	Year of Study	Specialisation (please tick as appropriate)
			<input type="checkbox"/> Year 1*	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Not Specified

* Only applicants who will pursue **year one** study are eligible to apply for “the Scholarship”.

- Please submit a copy of offer letter / supporting document to prove that you have been admitted by the higher education institution.
- For applicants who will start pursuing PGDE programmes, please submit a copy (copies) of transcript(s)/certificate(s) of their Bachelor degree(s).

III. Full employment record in school(s) to date (for PGDE applicants only)

Name of School(s)	Position Held	Nature of Work	Date (Month/Year)	
			From	To

Section D Supporting Information

I. Give a brief account of your aspirations for a career as a teacher of English.

II. Recommendation Form

You will need to make arrangements for the Recommendation Form to be completed and returned to the Education Bureau. The Recommendation Form should be completed by the Principal or a teacher of the secondary school you attended or by a member of the academic staff of the higher education institution you attended, who should then return the completed form to the Education Bureau on or before **17 August 2017**. Otherwise, the application may not be processed and you will not be shortlisted for the selection interviews even if you have met the shortlisting criteria.

Section E Declaration

I declare that all the information provided in this form is accurate and true. I understand that if I willfully give any false information or withhold any material information in this application form, or fail to notify the office concerned of any subsequent change of information provided, it will render me liable to disqualification for selection for the Scholarship for Prospective English Teachers (2017/18). If the Scholarship has already been awarded to me, it may be terminated and I may be required to reimburse the scholarship monies received. I understand that my application should be supported by relevant documents/evidence. If I fail to do so, my application may not be processed.

I consent to the HKSAR Government making any necessary enquiries as required in matters relating to the Scholarship and for the verification of the information given in my application. I understand that the personal data provided in the application form will be provided to the Student Finance Office, Working Family and Student Financial Assistance Agency for purposes relating to the award of the Scholarship for Prospective English Teachers (2017/18) if my application is successful.

Signature of Applicant: _____ Date: _____

Name of Applicant: _____

Section F Checklist

Check that you have: <i>(Put a tick in the appropriate boxes.)</i>	For Office Use
<input type="checkbox"/> completed and signed the application form.	<input type="checkbox"/>
<input type="checkbox"/> attached a copy of your Hong Kong Identity (HKID) Card or Passport / Travel Document.	<input type="checkbox"/>
<input type="checkbox"/> attached a copy (copies) of public examination(s) result slip(s) / certificate(s).	<input type="checkbox"/>
<input type="checkbox"/> attached a copy (copies) of the IELTS Test Report Form(s) / TOEFL Score Report(s) (if applicable).	<input type="checkbox"/>
<input type="checkbox"/> attached a copy (copies) of graduation certificate(s) issued by the secondary school(s) you attended.	<input type="checkbox"/>
<input type="checkbox"/> attached a copy (copies) of transcripts/testimonial(s) issued by the higher education institution attended (as appropriate).	<input type="checkbox"/>
<input type="checkbox"/> attached a copy of offer letter / supporting document to prove that you have been admitted by the higher education institution.	<input type="checkbox"/>
<input type="checkbox"/> made arrangements for the Recommendation Form to be completed and returned to the Education Bureau by the deadline.	<input type="checkbox"/>
<input type="checkbox"/> attached separate sheets (if applicable).	<input type="checkbox"/>

For Office Use				
Requirements fulfilled	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Remarks	
Shortlisted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date	

Restricted

**Scholarship for Prospective English Teachers (2017/18)
Recommendation Form**

1. The Recommendation Form should be completed by the Principal or a teacher of the secondary school you attended or a member of the academic staff of the higher education institution you attended. He/She should send the completed form to the Education Bureau on or before 17 August 2017.
2. The completed form should be sent to the Education Bureau by post or in person: **Language Teacher Qualifications Team, Professional Development and Training Division, Education Bureau, Room 1107, 11/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong. [Application for the Scholarship for Prospective English Teachers (2017/18)]**

Section A To be Completed by the Applicant

Name of Applicant	(English)	
	(Chinese, if applicable)	
Hong Kong Identity Card Number or Travel Document / Passport Number		
Contact Telephone Number		
Email Address		

Section B To be Completed by the Referee

Please state how long you have known the applicant and in what capacity you are writing this recommendation	
Non-academic achievements of the applicant	

Section B (Cont'd)

<p>Overall comments on the applicant's suitability for becoming a teacher</p>	
--	--

(Use a separate sheet and attach it to the Recommendation Form if needed.)

Signature:

Name :

Post :

Telephone Number:

Name of School / Higher

Education Institution :

Date:

--

Chop of School or Department/Faculty
of Higher Education Institution