**Sexual Conviction Record Check (SCRC) for Prospective Employees**

**準僱員性罪行定罪紀錄查核**

|  |  |
| --- | --- |
| School Name  學校名稱： |  |

1. **Information of Prospective Employee 準僱員資料**

|  |  |
| --- | --- |
| English Name  英文姓名： |  |
| Chinese Name  中文姓名： |  |
| HKID Card Number (English alphabet & first 4 digits)  香港身份證號碼（英文字母及首4位個數字）： |  |
| Post／Rank  職位／職級： |  |
| Checking Code (14 digits)  查詢密碼 (14 位數字)： |  |

I authorise the school to access my SCRC record 本人授權學校查詢我的性罪行定罪紀錄

|  |  |
| --- | --- |
| Signature 簽名： |  |
| Date 日期 (dd/mm/yyyy)： |  |

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1. **SCRC Checking Record (For school’s completion)**

**性罪行定罪紀錄查核紀錄 （由學校填寫）**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Checking Officer  核查人員： | Name  姓名 |  | Checking Date  查核日期  (dd/mm/yyyy)： |  |
| Post  職位 |  | Signature 簽名： |  |

|  |  |
| --- | --- |
| Transaction Number#  查核編號#： |  |

# A transaction number is a 10-digit number automatically generated by the Auto-Telephone Answering System in respect of each access to the check result made by an enquirer. 查核編號是在獲授權的查詢人每次收聽查核結果後，由自動電話查詢系統自動提供的10位數字查核編號。

According to the checking code provided by the above prospective employee, I confirm that he/she □ has

□ does not have \* such sexual conviction record. (\*Please put a 🗸 in the appropriate box.)

Other remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

根據以上準僱員所提供的查詢密碼，本人確認他／她□留有／□沒有性罪行定罪紀錄。(\*請在適用方格加上🗸號) 其他備註 :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| School Principal’s Name & Signature | (Signature 簽名) |
| 校長姓名及簽名： | (Name姓名) |
| Date日期 (dd/mm/yyyy) ： |  |

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**Note**

Schools should request prospective employees to undergo SCRC at the advanced stage of the appointment process. For implementation details of the SCRC scheme, including the protocol, application procedures and notes to employers, schools may browse the website of the SCRC (<http://www.police.gov.hk/scrc>)

**Collection of Personal Data**

1. The personal data provided in this form will be used by the School for one or more of the following purposes:
2. processing the appointment matter;
3. verifying information with other Government departments/bureaux and/or parties outside the Government which are relevant to the application; and
4. teacher registration;
5. The provision of personal data by means of this form is obligatory. If applicants refuse to disclose the information, their job applications will not be further processed. Meanwhile, any conviction of criminal offence record may not necessarily render their applications unsuccessful.

**注意事項**

在聘用程序的最後階段，學校應要求準僱員進行性罪行定罪紀錄查核，詳情請瀏覽性罪行定罪紀錄查核網頁（http://www.police.gov.hk/scrc），以了解該機制的實施詳情，包括計劃守則 、 申請程序以及僱主須知。

**個人資料收集**

1. 學校會利用本表格所載的個人資料，作以下其中一種或多種用途：

|  |  |
| --- | --- |
| (a) | 處理聘任申請； |
| (b) | 就有關申請與相關的其他政府部門/決策局及/或政府以外的組織核實資料；及 |
| (c) | 教師註冊； |

2. 申請人必須在本表格上填寫個人資料。申請人如不提供這些資料，有關求職申請將不獲受理。同時，有關定罪紀錄不一定引致其求職申請不被考慮。