

**Application Form for Enquiring Teacher Registration Information**

(To be completed by the school and the proposed teacher)

I, \*Mr/Ms \_\_\_\_\_ (Name in Chinese: \_\_\_\_\_) HKID Card No. : \_\_\_\_\_ ( ) Teacher Registration / Teaching Permit No. : \_\_\_\_\_ (if applicable) apply for and authorize the Education Bureau to release the information related to my teacher registration to the school Supervisor/Principal of the following school, including whether the Education Bureau has ever refused my teacher registration application/permission to teach, cancelled my teacher registration/permit to teach or whether any reprimand/warning/advisory letter has been issued related to my teacher registration.

Name of School and School Chop : \_\_\_\_\_

School Chop

School Number : \_\_\_\_\_

Signature of \*Supervisor/Principal : \_\_\_\_\_

Signature of Applicant : \_\_\_\_\_

Name of Applicant : \_\_\_\_\_

Name of \*Supervisor/Principal : \_\_\_\_\_

Applicant's Contact No. : \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

(To be completed by EDB officer)

Date:

Dear Supervisor/Principal

According to our record, the teacher registration information of the above applicant is as follows:

- (1)(i) No teacher registration record has been found in EDB.
- (1)(ii) The above applicant is a registered teacher.
- (1)(iii) The above applicant is/was a permitted teacher.  
(A permit to teach shall be deemed to be cancelled if the permitted teacher ceases to be employed in the school specified in the permit. )
- (2)(i) The above applicant has never been refused to be registered as a teacher/refused permission to teach or had the teacher registration/permit to teach cancelled.
- (2)(ii) The above applicant has previously been refused to be registered as a teacher/refused permission to teach on \_\_\_\_\_.
- (2)(iii) The teacher registration/permit to teach of the above applicant has been cancelled on \_\_\_\_\_.
- (3)(i) No reprimand/warning/advisory letter has been issued to the above applicant regarding his teacher registration.
- (3)(ii) A \*reprimand/warning/advisory letter was issued on \_\_\_\_\_ regarding the teacher registration of the above applicant<sup>Note (3)</sup>.
- (4) ^ This Bureau is reviewing the registration status of the above applicant.

Schools are reminded to observe the provisions of the Personal Data (Privacy) Ordinance when handling the applicants' personal data. The above information should be used for processing the job applications and assessing the suitability of candidates for the job only. Should you have any enquiries, please contact the Teacher Registration Team of EDB at 3467 8282.

( )  
for Permanent Secretary for Education

Name of Supervisor / Principal : \_\_\_\_\_

Name of School : \_\_\_\_\_

School Address : \_\_\_\_\_

(\*Delete as appropriate)

( Fax No.: \_\_\_\_\_ )

^ It should be noted that by reviewing the registration status of a teacher, EDB may issue a reprimand / warning / advisory letter or cancel his/her teacher registration/permit to teach.

## **Notes for Completing the Application Form for Enquiring Teacher Registration Information**

- (1) EDB will only accept applications for releasing the teacher registration information to schools. Applications for releasing the teacher registration information to individuals or other organizations will not be processed.
- (2) The school should seek the proposed teachers' consent to apply to EDB for the release of teacher registration information to the school. Application forms can be downloaded at EDB website: [www.edb.gov.hk](http://www.edb.gov.hk).
- (3) Schools are reminded that the relevant information pertaining to any advisory / warning / reprimand letter issued to the proposed teacher, which is premised on his/her convictions for which he / she is not obliged to disclose under section 2(1) of the Rehabilitation of Offenders Ordinance (Cap. 297), will not be disclosed.
- (4) Applicants can file in duly completed application forms in person, by mail or by fax. The address is as follows:  
Teacher Registration Team Education Bureau  
2/F, Trade and Industry Tower  
3 Concorde Road Kowloon  
(Office Hour : Mon to Fri :8:30 am -1:00 pm, 2:00 pm to 6:00 pm  
Saturdays, Sundays & Public holidays : Close)  
For further enquiries, please contact Teacher Registration Team  
Tel.: 3467 8282 Fax : 2520 0065

## **Personal Information Collection Statement**

### Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
  - (a) Activities relating to the processing, authentication and counter-checking of the application for enquiring teacher registration information;
  - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
  - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
  - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
  - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
  - (f) Activities relating to compilation of statistics, research and Government publications; and
  - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

### Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:
  - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
  - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
  - (c) where you have given your prescribed consent to such disclosure; and
  - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

### Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Teacher Registration Team at 2/F, Trade and Industry Tower, 3 Concorde Road, Kowloon.