

教育條例 EDUCATION ORDINANCE
(第 279 章) (Chapter 279)

檢定教員申請書
APPLICATION FOR REGISTRATION AS A TEACHER

在此貼上
申請人
正面半身近照

Recent full-face
photograph of applicant to
be affixed here

1. 本人現申請註冊為檢定教員，有關本人的資料詳情如下：

I apply for registration as a teacher. For the purpose, my particulars are:

(a) 姓名 (* 先生/女士/夫人/小姐) Name (* Mr/Ms/Mrs/Miss)

(中文) (in Chinese) _____

(英文) (in English) _____

(與申請人之香港身份證上的姓名相同) (The name should be identical with that on applicant's HKID Card)

(b) 婚前姓名 [如適用] Maiden Name [if applicable] _____

(c) 住址 Residential Address _____

[領取郵件編號 Mail Collection Number
(如適用 if applicable)]
MCN: _____

(d) 通訊地址 [如與住址不同] Correspondence Address [if different from the Residential Address] _____

[領取郵件編號 Mail Collection Number
(如適用 if applicable)]
MCN: _____

(e) 電話號碼 Telephone Number _____

(f) 傳真號碼 Fax Number _____

(g) 現職學校名稱及電話號碼 [如適用] Name and Telephone Number of the school now serving [if applicable]

(電話號碼 Tel. No. _____)

(h) 香港身份證號碼 Hong Kong Identity Card Number _____

(i) 出生日期 Date of Birth _____ / _____ / _____

日 Day 月 Month 年 Year

(j) 學歷資格 Educational Qualifications

專業資格 (例如教育文憑/證書) Professional Qualification (e.g. Diploma/Certificate in Education)	頒授機構名稱 Name of Awarding Institute	年份 Year	主修科目 Major Subject(s)
學業資格 (例如學位、文憑或證書) Academic Qualification (e.g. Degree, Diploma or Certificate)	頒授機構名稱 Name of Awarding Institute	年份 Year	主修科目 Major Subject(s)

(k) 教學經驗 Teaching Experience

學校 School	由 (日/月/年) From (Day/Month/Year)	至 (日/月/年) To (Day/Month/Year)	任教級別及科目 Level(s) and Subject(s) Taught
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	

(l) 准用教員編號 (如曾獲批准為准用教員) Permitted Teacher Reference No. (if previously approved as Permitted Teacher)

P						
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- (m) 你是否曾在香港或其他地方被裁定干犯刑事罪行? (如是, 請提供詳情及有關文件, 例如警方發出的刑事定罪紀錄。已失時效的判罪亦須申報, 請參閱申請須知 C 部第 3 段。如否, 請填寫「否」。)

Have you previously been convicted of a criminal offence in Hong Kong or elsewhere? (If yes, please provide details and attach relevant document(s), e.g. Criminal Record Summary issued by the Police. You are required to declare spent conviction(s) as well, if any. Please see paragraph 3 of Part C of the Guidance Notes. If there is no such record, please write "No".)

- (n) 你是否曾在香港或其他地方遭拒絕註冊為校董或教員, 或曾遭拒絕獲准許教學, 或曾獲如此註冊或准許而其後註冊或准許被取消? (如任何情形適用, 請提供詳情及有關文件; 如沒有此類紀錄, 請填寫「否」。)

Have you ever been refused to be registered as a manager of a school or a teacher, or ever been refused permission to teach, or having been so registered or given permission and yet had the registration or permission cancelled in Hong Kong or elsewhere? (If any situation applies, please provide details and relevant document(s). If there is no such record, please write "No".)

2. 關於本人的品格, 請向以下人士查詢, 彼等對於本表格內所述各點^{*}均已知悉/並未知悉(兩名諮詢人均須為成年人, 並且與申請人沒有親屬關係):

The following persons who^{*} are/are not aware of the statements made on this form may be referred to as regards my character (The two referees have to be adults who are not relatives of the applicant):

- (a) 姓名 (*先生/女士/夫人/小姐) Name (* Mr/Ms/Mrs/Miss) _____

地址 Address _____

職業 Occupation _____

- (b) 姓名 (*先生/女士/夫人/小姐) Name (* Mr/Ms/Mrs/Miss) _____

地址 Address _____

職業 Occupation _____

3. [#]茲附上 [#]I attach to this application the following:

- 本人的香港身份證副本 (如你尚未持有香港永久性居民身份證, 須同時提交以下其中一份由香港入境事務處簽發的證明文件副本: (a) 有效工作簽證; (b) 載有在港的逗留條件和期限的入境標籤; 或 (c) 香港特別行政區簽證身份書)

Copy of my Hong Kong Identity Card (If you do not possess a Hong Kong Permanent Identity Card, copy of any one of the following proof issued by the Hong Kong Immigration Department has to be submitted as well: (a) valid employment visa; (b) landing slip bearing the conditions and limit of stay in Hong Kong; or (c) HKSAR Document of Identity for Visa Purposes)

- 本人的學業證書 (如大學學位文憑) 及專業資格證書 (如教育文憑/證書) 的副本 (如你持有非本港學歷, 須同時提交由香港學術及職業資歷評審局發出的學歷評估報告副本或其他與學歷評估有關的文件副本)

Copies of my academic certificate(s) (e.g. university degree diploma) and professional qualification certificate (e.g. Diploma/ Certificate in Education) (If you are holding non-local qualifications, copy of qualifications assessment report issued by Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) or other document(s) related to qualifications assessment has/have to be submitted as well)

- 更改姓名的正式文件 (如改名契或結婚證書) 的副本 (如你在香港身份證上的姓名與學業或專業資格證書上的不同)

Copy of official document (e.g. deed poll or marriage certificate) certifying that my name has been changed (If your name on the Hong Kong Identity Card is different from that in the academic or professional qualification certificate(s))

- 其他有關文件
Other relevant document(s) _____

* 請刪去不適用者 Delete as appropriate

請在適當的空格內加上「✓」號 Please insert a "✓" in the appropriate boxes

4. 本人已閱讀及明白本申請書的申請須知 A 部所列《教育條例》(第 279 章)有關的規定。
I confirm that I have read and understood the relevant provisions of the Education Ordinance (Cap 279) as listed in Part A of the Guidance Notes of this application form.
5. 本人已閱讀及明白本申請書的申請須知內有關個人資料收集部分的內容。
I confirm that I have read and understood the contents of the Collection of Personal Data section in the Guidance Notes of this application form.
6. 為核實本申請書內的資料，本人授權警務處處長向教育局發放有關本人的全部刑事判罪紀錄詳情(如有的話)，包括《罪犯自新條例》(第 297 章) 的已失時效判罪。
For the purpose of verifying the information provided in this application form, I authorize the Commissioner of Police to release full details of my criminal conviction record(s), including spent convictions under the Rehabilitation of Offenders Ordinance (Cap 297), if any, to the Education Bureau.
7. 本人明白根據《教育條例》第 87(1)(k)條的規定，假如任何人在根據本條例提出任何申請時，或在與該等申請有關的事項中，不論以口頭或書面作出在要項上屬虛假的陳述或提供在要項上屬虛假的資料，而他知道或理應知道該項陳述或資料在要項上屬虛假，即屬犯罪，一經定罪，可處罰款\$250,000 及監禁 2 年。
I understand that under Section 87(1)(k) of the Education Ordinance, any person who in or in connection with any application under this Ordinance makes any statement or furnishes any information, whether such statement or information be verbal or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular, shall be guilty of an offence and shall be liable on conviction to a fine of \$250,000 and to imprisonment for 2 years.
8. 本人明白根據《教育條例》第 46(g)(ii)條的規定，如常任秘書長覺得申請人在提出註冊為教員申請時，或在與該申請有關的事項中，作出的陳述或提供的資料在要項上屬虛假，或因在要項上有所遺漏而屬虛假，可拒絕該申請人註冊為教員。
I understand that under Section 46(g)(ii) of the Education Ordinance, the Permanent Secretary may refuse to register an applicant as a teacher if it appears to him that the applicant, in making or in connection with the application for registration as a teacher, has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular.
9. 就本人所知及所信，本申請書一切內容均屬真實及詳盡。
The contents of this application are true and complete to the best of my knowledge and belief.

(日期) (Date) _____ (簽署) (Signature) _____
(申請人) (Applicant)

請單面列印此頁
Please print this page on one side only

申請人姓名
Name of Applicant _____
通訊地址
Correspondence Address _____

[領取郵件編號 Mail Collection Number (如適用 if applicable)]
MCN: _____
(請填寫你的姓名及地址)
(Please fill in your name and address)

申請人姓名
Name of Applicant _____
通訊地址
Correspondence Address _____

[領取郵件編號 Mail Collection Number (如適用 if applicable)]
MCN: _____
(請填寫你的姓名及地址)
(Please fill in your name and address)

申請人姓名
Name of Applicant _____
通訊地址
Correspondence Address _____

[領取郵件編號 Mail Collection Number (如適用 if applicable)]
MCN: _____
(請填寫你的姓名及地址)
(Please fill in your name and address)

[只供部門使用] [Office use only]

致：申請人

To: The applicant

日期 Date _____

檢定教員申請書覆函
Acknowledgement of Application for Registration as a Teacher

我們已收到你的檢定教員申請書，現正詳加審閱。若申請過程中需要你提供更多資料，則會另函與你聯絡。
Your application for registration as a teacher has been received and is now being processed. If further information is required, another letter will be sent to you.

如有任何垂詢，請電 3467 8282 與教師註冊小組聯絡。
In case of enquiry, please contact the Teacher Registration Team at 3467 8282.

教育局
教師註冊小組
Teacher Registration Team
Education Bureau

檢定教員申請須知

A. 《教育條例》有關的規定

1. 第 42 條

- (1) 任何人不得在學校任教，除非他是一
 - (a) 檢定教員；或
 - (b) 准用教員。
- (2) 准用教員除非按照就該教員而發出的准用教員許可證上所指明的條件或限制任教，否則不得在學校任教。

2. 第 87 條

- (3) 任何人如一
 - (e) 違反第 42(1)或(2)條；
 - (f) 僱用或准許任何人違反第 42(1)或(2)條而在學校教學；即屬犯罪，一經定罪，可處第 5 級罰款及監禁 2 年。

3. 拒絕教員註冊的理由

第 46 條

如常任秘書長覺得申請人有以下情況，可拒絕該申請人註冊為教員—

- (a) 該人並非出任教員的適合及適當人選；
- (b) 該人被裁定已犯可判處監禁的罪行；
- (c) 該人的准用教員許可證以前曾被取消；
- (d) 該人健康狀況不適宜；
- (e) 該人並沒有具備所訂明的資格；
- (f) 該人已年滿 70 歲；或
- (g) 該人在提出以下任何申請時，即—
 - (i) (由 1993 年第 42 號第 17 條廢除)
 - (ii) 註冊為校董或教員；或
 - (iii) 僱用校內准用教員，
或在與該等申請有關的事項中，作出的陳述或提供的資料在要項上屬虛假，或因在要項上有所遺漏而屬虛假。

4. 取消教員註冊的理由

第 47 條

常任秘書長可在以下情況取消任何教員的註冊—

- (a) 基於第 46 條所指明而適用於該教員的任何理由，不論在該教員註冊時該理由是否存在；
- (b) 如常任秘書長覺得該教員不稱職；
- (c) 如該教員已違反本條例任何條文；
- (d) 如常任秘書長覺得該教員作出的任何行為，屬常任秘書長認為足以構成專業上的失當行為者；或
- (e) 如常任秘書長覺得該教員作出的任何行為，屬常任秘書長認為不利於維持該教員任教的學校的良好秩序及紀律者。

5. 第 87 條

(1) 任何人如—

- (k) 在根據本條例提出任何申請時，或在與該等申請有關的事項中，不論以口頭或書面作出在要項上屬虛假的陳述或提供在要項上屬虛假的資料，而他知道或理應知道該項陳述或資料在要項上屬虛假，
即屬犯罪，一經定罪，可處罰款\$250,000 及監禁 2 年。

6. 教育（豁免）（提供非正規課程的私立學校）令

根據自 2004 年 7 月 1 日起實施的《豁免令》規定，所有提供非正規課程的私立學校(提供補習班、商科、語文及電腦課程等教育課程的私立學校)在符合所指明的條件下，均獲豁免受到《教育條例》和《教育規例》內與僱用教員和教員資格等有關的某些條文規定管限。

B. 檢定教員資格

申請人須具備《教育規例》附表 2 第 I 部所訂明的其中一項資格，詳情如下：

- (1) 指明院校¹的認可²學位，並且有認可教員文憑、證書或相等的教學資格；
- (2) 指明院校的教育學位；
- (3) 香港政府發出的教師證書；
- (4) 香港政府師範學校證書，並且有 5 年認可教學經驗；
- (5) 香港政府夜學部教師證書，並且有 5 年認可教學經驗；
- (6) 香港教育署向已完成訓練課程及筆試與實習合格的教員發出的“合格教師”或“合格幼稚園教師”資格證書，並且有認可的教學經驗；
- (7) 常任秘書長認為與第(1)、(2)、(3)、(4)、(5)或(6)段所指明資格相等的任何其他教育訓練及經驗（見註 1）。

任何人士在學校任教而並未具備上列所訂明的資格，其學校須提交僱用非檢定教員的申請（表格 10 或 11）。

C. 申請手續

- 1. 申請表格（表格 8）可在教育局網頁（<http://www.edb.gov.hk>）下載／網上遞交或在下列辦事處索取：
 - (a) 九龍協調道 3 號
工業貿易大樓 2 樓
教育局
教師註冊小組
(電話：3467 8282)
 - (b) 區域教育服務處
- 2. 申請人須用黑色墨水筆或原子筆及以正楷填寫表格 8，並貼上近照（見註 2），連同申請人的香港身份證、學業證書、專業資格證書及其他有關文件的副本，用掛號方式寄往九龍協調道 3 號工業貿易大樓 2 樓教育局教師註冊小組（見註 3）。請確保已為郵件支付足夠郵資，以免申請未能送達教育局。郵資不足的郵件，一律會由香港郵政處理。

¹ “指明院校”指嶺南大學、香港教育大學、香港大學、香港理工大學、香港中文大學、香港浸會大學、香港城市大學、香港演藝學院、香港科技大學、香港都會大學以及根據《專上學院條例》註冊的任何專上學院。

² “認可”指獲常任秘書長認可。

3. 根據《罪犯自新條例》(第 297 章) 第 2(1)條，凡個別人士(i)在香港被定罪，但並未因此被判處監禁超過三個月或罰款超過\$10,000；(ii)在此以前不曾在香港被定罪；及(iii)經過三年時間並未在香港再被定罪，則就他以往的定罪、罪行、行為或情況而向他或向其他人提出的有關問題，或加諸於他或其他人的有關披露該等定罪、罪行、行為或情況的義務，均須視為並非指該項定罪。然而，該條例第 4(2)(b)條訂明，上述規定不適用於在任何人執行其職位或受僱工作的職責期間，由該人或其代表所提出以對另一人是否適宜根據法律(即包括<<教育條例>>(第 279 章))獲得註冊或續予註冊作出評核的問題；亦不適用於在該人執行該等職責期間，向該人披露資料以對另一人是否適宜根據法律(即包括<<教育條例>>(第 279 章))獲得註冊或續予註冊作出評核的義務。申請人因此在填寫本表格第 1(m)段時，須披露所有過往的刑事罪行(如有的話)，包括已失時效的判罪。
4. 教師註冊小組於接獲申請後，可能會約見該申請人，屆時申請人須帶同以上第 2 段所述文件的正本及副本，以作審核(見註 3)。如申請人為幼稚園、私立中學/小學、資助、按位津貼、直接資助計劃、國際或英基學校協會屬下學校的現職教師，以上第 2 段所述文件的副本可由申請人的校監/校長批註(見註 4)而毋須接受面見(詳情請參閱教育局有關教師註冊修訂程序的最新通告。)
5. 申請經審核及批准後，教師註冊小組會以掛號郵遞寄出「檢定教員證明書」(表格 9)給申請人。

D. 更改聯絡資料

1. 教師的聯絡資料(包括通訊地址及電話號碼)如有更改，須在一個月內以書面通知教育局。
2. 教育局在審視教師的註冊資格時，如無法透過教師所提供的最新通訊地址將相關信件(包括邀請教師作出申述、通知教師相關跟進行動或決定等)送達教師，教育局無需考慮教師的申述，就其教師註冊資格採取進一步行動或作出決定。
3. 如需更改聯絡資料，請以書面向教師註冊小組提出(地址：九龍協調道 3 號工業貿易大樓 2 樓)。

註 1

非本港學歷

申請人如持有非本港學歷/專業資格，須提供下列文件：

- (a) 學業及專業資格證書副本及
- (b) 香港學術及職業資歷評審局發出的學歷評估報告副本或其他與學歷評估有關的文件副本(如申請人持有本港專業資格證書，則不用提交學歷評估報告作為申請註冊檢定教員之用)。

註 2

相片

申請人的相片必須為正面半身近照，並應貼在申請表格上。照片大小必須為5 厘米乘 3.8 厘米；所用相紙必須為普通薄光面相紙及未經貼用者。

註 3

如申請人未能於三個月內(由本局發出的書面通知當日起計算)提交所須文件，本局將不會繼續處理有關申請。

註 4

每份經批註的文件副本須載有下列資料：

- (a) 校監／校長在「已查閱正本」字樣下簽署（影印本或印章本的簽署恕不接受）；
- (b) 校監／校長的姓名及職位；
- (c) 學校名稱(或校印)及
- (d) 查閱文件正本的日期。

個人資料收集聲明

收集個人資料的目的

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：
 - (a) 處理、核實及查證教員註冊的申請；
 - (b) 就上文(a)項所述申請的處理、核實及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
 - (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；
 - (d) 培訓及發展，包括發出計劃／活動邀請、處理發還課程費用申請、評審提名、獎項和獎學金，以及監察達標進度；
 - (e) 處理及審核撥款／補助／津貼申請、發放撥款／補助／津貼，以及審計；
 - (f) 編製統計資料、研究及政府刊物；以及
 - (g) 執行規則及規例[包括《教育條例》（香港法例第279章）及其附屬法例（例如《教育規例》、《補助學校公積金規則》、《津貼學校公積金規則》）和《資助則例》]。
2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理申請。

可獲轉移資料者

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：
 - (a) 政府其他政策局及部門，包括香港警務處，以用於上文第1段所述的用途；
 - (b) 與本表格相關的學校，以用於上文第1段所述的用途；
 - (c) 你曾就披露個人資料給予訂明同意；以及
 - (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。

查閱個人資料

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向教師註冊小組提出（地址：九龍協調道3號工業貿易大樓2樓）。

GUIDANCE NOTES
APPLICATION FOR REGISTRATION AS A TEACHER

A. Relevant Provisions of the Education Ordinance

1. Section 42

- (1) No person shall teach in a school unless he is —
- (a) a registered teacher; or
 - (b) a permitted teacher.
- (2) No permitted teacher shall teach in a school otherwise than in accordance with the conditions or limitations specified in the permit to teach issued in respect of such teacher.

2. Section 87

- (3) Any person who —
- (e) contravenes section 42(1) or (2);
 - (f) employs or permits any person to teach in a school in contravention of section 42(1) or (2),
- shall be guilty of an offence and shall be liable on conviction to a fine at level 5 and to imprisonment for 2 years.

3. Grounds for refusal to register teacher

Section 46

The Permanent Secretary may refuse to register an applicant as a teacher if it appears to him that the applicant —

- (a) is not a fit and proper person to be a teacher;
- (b) has been convicted of an offence punishable with imprisonment;
- (c) is a person in respect of whom a permit to teach has previously been cancelled;
- (d) is medically unfit;
- (e) does not possess the prescribed qualifications;
- (f) has attained the age of 70 years; or
- (g) in making or in connection with any application-
 - (i) (Repealed 42 of 1993 s. 17)
 - (ii) for registration as a manager or a teacher; or
 - (iii) to employ a person as a permitted teacher in a school,has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular.

4. Grounds for cancellation of registration of teacher

Section 47

The Permanent Secretary may cancel the registration of a teacher —

- (a) on any ground specified in section 46 which applies to the teacher, whether or not such ground existed at the time when he was registered as a teacher;
- (b) if it appears to the Permanent Secretary that the teacher is incompetent;
- (c) if the teacher has contravened any provision of this Ordinance;
- (d) if it appears to the Permanent Secretary that the teacher has behaved in any manner which, in the opinion of the Permanent Secretary, constitutes professional misconduct; or
- (e) if it appears to the Permanent Secretary that the teacher has behaved in any manner which, in the opinion of the Permanent Secretary, is prejudicial to the maintenance of good order and discipline in the school in which the teacher teaches.

5. Section 87

- (1) Any person who —
- (k) in or in connection with any application under this Ordinance makes any statement

or furnishes any information, whether such statement or information be verbal or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular,
shall be guilty of an offence and shall be liable on conviction to a fine of \$250,000 and to imprisonment for 2 years.

6. Education (Exemption) (Private Schools Offering Non-Formal Curriculum) Order

Under the Exemption Order which comes into operation on 1 July 2004, all private schools that offer non-formal curriculum (private schools which offer educational courses such as tutorial, commercial, language and computer courses) are exempted from certain requirements of the provisions of the Education Ordinance and Regulations relating to employment of teachers, teachers' qualifications and other categories subject to compliance with specified conditions.

B. Qualifications for Registered Teacher

The applicant should possess one of the prescribed qualifications as specified in Part I of the Second Schedule of the Education Regulations:

- (1) An approved³ degree of a specified institution⁴ together with an approved teacher's diploma, certificate, or like qualification to teach;
- (2) a degree in education of a specified institution;
- (3) a teacher's certificate issued by the Hong Kong Government;
- (4) a Hong Kong Government Normal School Certificate and 5 years approved teaching experience;
- (5) a Hong Kong Government Evening Institute teacher's certificate and 5 years approved teaching experience;
- (6) a certificate of status as "Qualified Teacher" or "Qualified Kindergarten Teacher" issued by the Hong Kong Education Department to a teacher who has completed an approved course of training and passed a written and practical test, and approved teaching experience;
- (7) any other educational training and experience which in the opinion of the Permanent Secretary is equivalent to the qualifications specified in paragraph (1), (2), (3), (4), (5) or (6).
(See Note 1)

For a person who teaches in a school but does not possess the above prescribed qualification(s), the school should apply for permission to employ him/her as an unregistered teacher (Form 10 or 11).

C. Application Procedures

1. Application forms (Form 8) can be downloaded/submitted online from the homepage of the Education Bureau (<http://www.edb.gov.hk>) and are obtainable from the following offices:
 - (a) Teacher Registration Team
Education Bureau
2/F, Trade and Industry Tower
3 Concorde Road
Kowloon
(Tel.: 3467 8282)

³ "approved" means approved by the Permanent Secretary.

⁴ "specified institution" means the Lingnan University, The Education University of Hong Kong, the University of Hong Kong, The Hong Kong Polytechnic University, The Chinese University of Hong Kong, the Hong Kong Baptist University, the City University of Hong Kong, The Hong Kong Academy for Performing Arts, The Hong Kong University of Science and Technology, The Hong Kong Metropolitan University and any Post Secondary College registered under the Post Secondary Colleges Ordinance.

(b) Regional Education Offices

2. The applicant should complete Form 8 in block letters and in black ink and affix a recent photograph (see Note 2) in the space provided. This form, together with photocopies of Hong Kong Identity Card, academic and professional qualification certificates and other related documents of the applicant should be sent by registered post to the Teacher Registration Team, Education Bureau at 2/F, Trade and Industry Tower, 3 Concorde Road, Kowloon (see Note 3). Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hongkong Post.
3. **Under section 2(1) of the Rehabilitation of Offenders Ordinance (Cap 297), where (i) an individual has been convicted in Hong Kong of an offence in respect of which he was not sentenced to imprisonment exceeding three months or to a fine exceeding \$10,000; (ii) he has not been convicted in Hong Kong on any earlier day of the offence; and (iii) a period of three years has elapsed without that individual being again convicted in Hong Kong of an offence, then any question asked of that individual or any other person relating to, or any obligation imposed on that individual or any other person to disclose, that individual's previous convictions, offences, conduct or circumstances shall be treated as not referring to that conviction. However, by virtue of section 4(2)(b), this shall not apply to any question asked by or on behalf of any person, in the course of the duties of his office or employment, or any obligation to disclose information to that person in the course of those duties, in order to assess the suitability of another person for the registration, or to continue to be registered under any law (i.e. including the Education Ordinance (Cap 279)). The applicant is therefore required to disclose all previous convictions, including spent conviction(s), if any, in completing paragraph 1(m) of the application form.**
4. The applicant may be invited to attend an interview. He/She is required to bring along all original documents and photocopies as specified in paragraph 2 above for verification (see Note 3). If the applicant is a serving teacher of a kindergarten, private primary/secondary, aided, caput, Direct Subsidy Scheme, international or English Schools Foundation school, the photocopies of the documents as specified in paragraph 2 above can be **endorsed** (see Note 4) by his/her school supervisor/principal and interview will not be required. (For details, please refer to the EDB Circular on Revised Procedures for Teacher Registration currently in force.)
5. After processing, the successful applicant will be issued a Certificate of Registration As A Teacher (Form 9) and the Certificate will be sent by registered post.

D. Change of Contact Information

1. Teachers are required to notify the EDB in writing within 1 month of any changes in contact information, including correspondence address and phone number.
2. When the EDB reviews the teachers' registration status, we may take further action or make a decision in respect of the teachers' registration status without considering their representation if we fail to serve the relevant letters (including inviting representations from the teachers, informing them of the follow-up actions or decisions, etc.) to the teachers according to the latest correspondence address provided.
3. Request for change of contact information should be made in writing to Teacher Registration Team at 2/F, Trade and Industry Tower, 3 Concorde Road, Kowloon.

Note 1**Non-local educational qualifications**

If an applicant possesses non-local academic/professional qualifications, the following documents are required :

- (a) copies of academic and professional qualification certificates and
- (b) copy of qualifications assessment report issued by HKCAAVQ or other document(s) related to qualifications assessment (for applicant who possesses local certificate of professional qualification, qualifications assessment report is not required for the purpose of application for registration as a teacher).

Note 2**Photograph**

One recent full-face photograph of the applicant is required to be affixed to the application form. The size of the photograph must be 5 cm x 3.8 cm. It should be printed on normal thin photographic paper and has not been used.

Note 3

The application will not be further processed if the applicant does not provide the necessary document(s) within three months from the date of our written notice.

Note 4

Each endorsed photocopy of the required documents should contain the following information:

- (a) School supervisor/principal's signature (photocopied or stamped signature is not accepted) against the words "Original Seen";
- (b) School supervisor/principal's name and post;
- (c) School name (or school chop) and
- (d) Date of sighting the original documents.

Personal Information Collection StatementPurpose 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 registration of teachers;
 - (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, including Hong Kong Police Force, 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.