

SCHOLARSHIP FOR PROSPECTIVE ENGLISH TEACHERS (2014/15)

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) The application period is from 8 August to 18 August 2014. The completed form, together with all supporting documents, should be submitted by post 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
(e) Mark clearly on the envelope "Application for the Scholarship for Prospective English Teachers (2014/15)".
(f) Enclose a stamped self-addressed envelope for the acknowledgement of receipt of your application.
(g) The completed application form should be submitted with copies of supporting documents by 18 August 2014. Applicants should also make arrangements for the Recommendation Form to be completed and sent to the Education Bureau at the address in (d) above by 18 August 2014. 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 (2014/15), please send an email to ltq@edb.gov.hk or contact Ms Louisa YUNG (Tel. 852-2892 5760) or Mr Hyman WONG (Tel. 852-2892 5492) of the Professional Development and Training Division, Education Bureau.

Section A Personal Particulars

Form with fields: Full Name in English (Surname first), Name in Chinese (If applicable), Chinese Name in Chinese Commercial Code (If applicable), Date of Birth, Place of Birth, Sex, Nationality, Hong Kong Identity Card Number, Do you need a student visa / an entry permit for the purpose of study in Hong Kong? Yes / No, Passport/Travel Document Number, Issuing Authority for Passport/Travel Document, Date of Issue, Date of Expiry, Permanent Address, Correspondence Address in Hong Kong, Contact Telephone Number, Telephone Number (home) (optional), Email Address.

* Delete as appropriate

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.

Section B Academic Attainment and Record of Participation in Activities and/or Services

I. Public examination results obtained (in chronological order) (Please submit copies of result slips or certificates)

Public Examination	Issuing Authority e.g. Hong Kong Examinations and Assessment Authority	Date Issued (Month/ Year)	All Subjects Passed and Grade/Level Attained
<i>e.g. Hong Kong Diploma of Secondary Education Examination</i>	<i>Hong Kong Examinations and Assessment Authority</i>	<i>July 2014</i>	<i>English Language(5*), Chinese Language(5), Mathematics(4), Liberal Studies(5), History(4), Economics(4)</i>

II. Results of IELTS and TOEFL (Please submit a copy of the Test Report Form / Score Report)

Examination / Test	Date Issued (Day/ Month/ Year)	Result/s Attained

III. Record of Participation in Activities/Services in Senior Secondary School and/or University

School Year	Name of Activities/Services	Award / Achievement / Post	Name of Organisation

Section C Education

I. Study programmes attended

(a) Secondary Education [Please submit a copy (copies) of graduation certificate(s)]

Name of Secondary School(s) Attended	Class Attended	Qualification Obtained	Date (Month/Year)	
			From	To

(b) University Education (For applicants who will start pursuing PGDE programmes only) [Please submit a copy (copies) of transcripts / certificate(s)]

Name of University Attended	Title of Programme	Qualification Obtained	Class of Honours	Date (Month/Year)	
				From	To

II. Study programme to pursue in the 2014/15 school year

Name of Higher Education Institution	Title of Programme	Major Subject	Specialisation
			Primary / Secondary / Not Specified *

* Delete as appropriate

Section D Supporting Information

I. In the space below, 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 one of your lecturers at the university you attended, who should then return the completed form to the Professional Development and Training Division, Education Bureau, Room 1107, 11/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong on or before 18 August 2014. 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 wilfully 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 (2014/15). 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 Financial Assistance Agency for purposes relating to the award of the Scholarship for Prospective English Teachers (2014/15) if my application is successful.

Signature of Applicant: _____ Date: _____

Section F Checklist

Check that you have: <i>(Put a tick in the appropriate boxes.)</i>	<u>For Office Use</u>
<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 university attended (as appropriate).	<input type="checkbox"/>
<input type="checkbox"/> attached separate sheets (if applicable).	<input type="checkbox"/>
<input type="checkbox"/> enclosed a stamped self-addressed envelope for the acknowledgement of receipt of your application.	<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"/>

Remarks: If some documents are not yet available at the time of application, specify which documents and when they will be submitted.

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 (2014/15)
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 university you attended. He/She should send the completed form to the Education Bureau on or before 18 August 2014.
2. The completed form should be returned to the Education Bureau by post: **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 (2014/15)]**

Name of Applicant	(English)	
	(Chinese)	
Hong Kong Identity Card Number or Travel Document/Passport Number		
Please state how long you have known the applicant and in what capacity you are writing this recommendation		
Non-academic achievements of the applicant		

Overall comments on the applicant's suitability for becoming a teacher

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

Signature:

Name :

Post :

Telephone Number:

Name of School/University :

Date:

Chop of School or Department/Faculty
of Higher Education Institution