

Application Form for S2-S4 Transfer Student

中二至中四插班生申請表

Apply for Form____

申請入讀中____

A. Applicant Information 申請者資料

English Name				Photograph 照片
中文姓名				
HKID Number 香港身份證號碼				
STRN 學生編號	(If applicable 如適用)			
Date of Birth 出生日期	(DD/MM/YYYY) (日/月/年)	Sex 性別		
Place of Birth 出生地方		Nationality 國 籍		
Spoken Language at Home 家庭常用語言		Ethnicity 種 族		
Telephone No. 電話號碼	_____(Home /住宅)_____(Mobile Phone /手提電話)			
Residential Address 住 址				

B. Parent / Guardian Information 家長及監護人資料

The first contact person 首位聯絡人: ☐ Mother 母親 / ☐ Father 父親 / ☐ Guardian 監護人**Mother 母親**

English Name			
中文姓名		Occupation 職 業	
Telephone No. 電話號碼	_____(Home /住宅)_____(Mobile Phone /手提電話)		
E-mail 電郵	For communication if HK contact number is not provided 如沒香港聯絡電話號碼提供，將以電郵聯絡家長		

Father 父親

English Name			
中文姓名		Occupation 職 業	
Telephone No. 電話號碼	_____(Home /住宅)_____(Mobile Phone /手提電話)		
E-mail 電郵	For communication if HK contact number is not provided 如沒香港聯絡電話號碼提供，將以電郵聯絡家長		

Guardian 監 護 人 (If Applicable 如適用)

English Name		Relationship with applicant 與申請者關係	
中文姓名		Occupation 職 業	
Telephone No. 電話號碼	_____(Home /住宅)_____(Mobile Phone /手提電話)		
E-mail 電郵	For communication if HK contact number is not provided 如沒香港聯絡電話號碼提供，將以電郵聯絡監護人		

C. School(s) Attended / Attending 曾/現正就讀學校名稱

From 由		To 至		School Name 學校名稱
MM/YYYY 月/年	Year Level 級別	MM/YYYY 月/年	Year Level 級別	

D. Positions Held 曾擔任之職務

Year Level 級別	Position 職務

E. Applicant's Achievements 申請者成就

(Please list **no more than five** outstanding awards, certificates or qualifications obtained by the applicant, including music, art, sports, academics, extracurricular activities, etc. Please submit copies of supporting documents.)

(請列出不多於五項申請者曾獲得的獎項、證書或資歷，包括音樂、藝術、運動、學術或課外活動等。請附證明文件副本。)

Year 年份	Award / Certificate / Qualification 獎項 / 證書 / 資歷	Awarding Institute 頒發機構	Official Use Only

F. For applicants whose family members are studying/have studied in any Po Leung Colleges

申請者家庭成員在保良局中學就讀情況

Name 姓名	Relationship with applicant 與申請人關係	From 由	To 至	School Name 學校名稱
		Year Level 級別	Year Level 級別	

G. Declaration 聲明 (For Applicant's Parent / Guardian 供申請人家長 / 監護人)

I declare

1. I am the parent/guardian of the aforementioned applicant.
2. I understand the purposes of using personal data provided in this form.
3. To the best of my knowledge and belief, the information contained in this form is true and correct. If false information is supplied, this application will be rendered null and void.
4. I understand that an interview will be arranged for qualified applicants only. Originals of all relevant documents must be brought along for verification.
5. I submit photocopies of all relevant documents with this Application Form for reference.

本人謹此聲明

1. 本人為上述申請人之家長/監護人。
2. 本人明白此表格提供之個人資料的用途。
3. 本人確定此表格內的資料全屬正確無訛，倘若有虛報資料，本申請則作廢。
4. 本人明白只有合資格之申請人方獲安排面試，屆時須攜同所有有關證明文件之正本到校核實。
5. 本人現隨申請表格提交各有關證明文件之副本以供參考。

Signature of Applicant 學生簽署	
Signature of Parent/Guardian 家長/監護人簽署	
Name of Parent/Guardian 家長/監護人姓名	
Date 日期	

此欄由本校填寫

經面試/筆試後，此申請者

- ☐ 獲得取錄，學生將編入_____班，社別為 紅 / 黃 / 藍 / 綠 社。
- ☐ 不獲取錄，原因_____。 負責老師簽署：_____ ()

學與教主任簽署：_____

校長簽署：_____

日期：_____

Notes for Parents

- 1 Application forms are available for collection at our school during office hours or download from our school's website. However, it does not necessarily mean that there are vacancies for application.
- 2 Please provide the following documents when submitting your application:
 - 2.1 A photocopy of the HKID Card of the applicant
 - 2.2 Photocopies of report cards of the most two recent school terms
 - 2.3 Photocopies of relevant certificates of awards in academic, services and extra-curricular activities (if any)
- 3 Submission of Application Form and Other Documents
 - 3.1 Parents can submit application in person or by authorized representatives during our school office hours.
 - 3.2 Our office is open from 9:00 a.m. to 5:00 p.m. from Monday to Friday, and from 9:00 a.m. to 12:00 noon on Saturday.
 - 3.3 Applications submitted through fax, email and postal will not be accepted.
- 4 Shortlisted applicants will be invited to the written assessment.
- 5 Interview will be arranged for the qualified applicants after written assessment.
- 6 Successful applicants will be notified by phone or by email.
- 7 Applicants who are not invited for the written assessment or interview may assume that their applications are unsuccessful.
- 8 The personal data provided through this application will only be used for the purposes of evaluating and assessing the suitability of the applicant for transfer to our school. The data will be completely destroyed after the process.
- 9 The Education Bureau (EDB) will collect successful applicant's information for the purpose of providing placement assistance services. Enquiries concerning the personal data collected, including making of access and corrections, should be addressed to the Islands District School Development Section, Hong Kong Regional Education Office, Education Bureau (Tel. No: 2863 4634).
- 10 The School reserves the right to amend the above information. For inquiries, please contact us at 21091133.

家長注意事項

1. 申請表可於辦公時間親臨本校索取，或於本校網頁下載。派發申請表並不表示本校一定有剩餘學額。
2. 遞交申請表時，請附上以下文件：
 - 2.1 申請者身份證副本
 - 2.2 申請者本學年上、下學期之成績表副本
 - 2.3 學術、服務或課外活動獎項證明文件副本（如適用）
3. 遞交申請表及證明文件副本：
 - 3.1 家長可親自或委託他人於本校辦公時間內到本校遞交表格。
 - 3.2 本校辦公時間為星期一至五，上午九時至下午五時，星期六，上午九時至中午十二時。
 - 3.3 所有透過傳真、電郵或郵寄方式遞交之申請將不獲處理。
4. 入圍申請者將獲邀參與筆試。
5. 筆試後，合資格申請者將獲邀出席面試。
6. 成功申請者將收到電話或電郵通知。
7. 申請者如不獲本校通知參與筆試或面試，則作落選論。
8. 申請者所提供的資料，只供評估插班生申請之用，程序完成後，所有申請者的資料，將全部銷毀。
9. 教育局會向學校收集成功申請者的資料，用作處理學位安排支援服務。如欲查詢有關個人資料，包括要求查閱及改正資料事宜，請聯絡教育局港島區域教育服務處離島區學校發展組(電話：2863 4634)。
10. 本校保留修訂以上資料之權利。如有查詢，請致電本校 21091133。