

**Hong Kong Christian Service
Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER)**

Job Vacancy Form

- Please read through the Notes to Employers and Statement of Purposes for Personal Data on page 1 and 2.

- Please fill up this form in English and send the completed form to CHEER by email: cheer@hkcs.org. For enquiry please contact 3106 3104.

**Delete inappropriate item*

Part I : Employer Information (Items will be showed in the post))

1. Company Name : Hong Chi Morninglight School, Yuen Long		2. Trade : Education
3. Company Address: 133 Lychee Road North, Fairview Park, Yuen Long		
4. Contact Person : *Miss Liu		
5. Tel. No.: 2482 2820	6. Email Address: yuenlong@hongchi.org.hk	7. Fax No.: 2482 0718

Part II : Vacancy Information

8. Job Title : Teaching Assistant	9. No. of Vacancy(ies) : 1
10 Job Duties : -Assist teachers to design learning materials -Facilitate classroom management -Communicate between NCS students, parents, teachers and/or other professions	
11. Contract of Employment: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
12. Work Place : <u>133 Lychee Road North, Fairview Park, Yuen Long</u>	
13. <u> 5 </u> Working days per week <input type="checkbox"/> Shift Holiday <input checked="" type="checkbox"/> Regular hours, working hours: <u> 8:45am-5:15pm (MON-FRI) </u> <input type="checkbox"/> Shift work, working hours : _____ , _____ hours per day	
14. Basic Salary : HK\$ <u> 15,175 </u> or above depends on experience and ability per *month /week /day /hour /piece <input type="checkbox"/> plus Commission around \$ _____ <input type="checkbox"/> other benefit(s) / allowance(s) _____	
15. Required Education : <input type="checkbox"/> No requirement <input type="checkbox"/> schooling <input type="checkbox"/> Primary (Completed Primary _____) <input checked="" type="checkbox"/> Secondary (Completed Secondary <u> 6 </u>) <input checked="" type="checkbox"/> Diploma/Certificate <input checked="" type="checkbox"/> Sub-degree <input checked="" type="checkbox"/> Degree <input type="checkbox"/> Others (please specify : _____)	
16. Working Experience : -Graduates with no working experience are also welcome.	

17. Language Requirement : (please take into account the <u>genuine</u> job requirement)	<u>Ability to Listen & Speak</u>	<u>Ability to Read & Write</u>
	Cantonese <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil English <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil Others (Please Specify: <u>Urdu</u>) <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil	Chinese <input type="checkbox"/> Able to Read & Write <input checked="" type="checkbox"/> Able to Read <input type="checkbox"/> Nil English <input type="checkbox"/> Able to Read & Write <input checked="" type="checkbox"/> Able to Read <input type="checkbox"/> Nil Others (Please specify: _____) <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil
18. Other Entry Requirements:		

Part III: Job Application Method

Applicants can apply the vacancy by:

Send the resume to Miss LIU at
*Post 133 Lychee Road North, Fairview Park, Yuen Long /
*E-mail yuenlong@hongchi.org.hk

Part IV: Declaration

1. Our company / I authorize CHEER to post the above job vacancy(ies) for recruitment purpose.
2. Our company / I understand that the acceptance and display of this job advertisement by the CHEER should by no means be construed as the job order has fully complied with requirements of the Minimum Wage Ordinance. Our company / I shall be responsible for ensuring that the terms of the post concerned are in line with the Minimum Wage Ordinance..

Company Representative/Employer: LIU SHU TING
(Full name in Block Letters):

Co. Rep. /Employer Signature or Company Chop:

Date: 13-01-2025



For Official Use Only :

Received by : _____ Date: _____(DD)_____(MM)_____(YY) Valid until (2 months): _____(DD)_____(MM)_____(YY)