**Checklist of Documents to be submitted to the Human Resources Office (HRO)** **for the recruitment of Part-time Staff**

🗹 Please tick box(es), if appropriate

|  |  |
| --- | --- |
| **Item** | **Documents** |
| 1. | Staff Appointment Request Form (for Part-time appointment), if the applicant is student of EdUHK |
| [ ]  | Yes (if Yes, please follow iWork recruitment process) |
| [ ]  | No |
| 2. | [ ]  | Application Form of the recommended candidate |
| [ ]  | CV of the recommended candidate |
| [ ]  | Email address of the recommended candidate: |
| 3. | [ ]   | “Declaration of Criminal Conviction Record” |
| 4. | Sexual Conviction Record Check (SCRC) **Please complete Part II** of the Staff Appointment Request Form if **SCRC** applicable

|  |  |
| --- | --- |
| [ ]  | 1. To prepare the Document Proof of Possible Employment to the prospective employee
 |
| [ ]  | 1. To collect the SCRC Result Letter issued by Hong Kong Police Force from the prospective employee

[Please follow the “Flow of checking” for the procedures and confirm the result by ✓ the 🞏 below ] |
|  | [ ]  | The applicant “does not have” a conviction record against the specified list of sexual offences as at a particular date. |
|  | [ ]  | The applicant “has” a conviction record against the specified list of sexual offences as at a particular date. |
|  | [ ]  | Result of the check is withdrawn upon the applicant’s request.  |
| ***Points to note:**** *The checking should be completed by the* ***hiring staff*** *no later than 1 month upon the commencement date of this appointment.]*
* *In the case of urgency, conditional appointment offers may be issued to the prospective employees on exceptional basis. Prospective employees can assume duty while pending the results of SCRC as required by the departments. The appointment offers of the prospective employees will only be confirmed upon receipt of NIL record of SCRC.*
* *The University reserves the right to rescind the appointment offer or terminate the employment of the prospective employee if satisfactory result of SCRC is not obtained.*
 |
| Checked by:  |  | **/** |  | (Name / Post of the hiring staff) |
| Checked on: |  | Notify HRO on |  |
|  | **(DD-MMM-YYYY)** |  | **(DD-MMM-YYYY)** |

 |
| 5. | [ ]  | # Copy of HKID (for employment contract) |
| [ ]  | # Copy of passport  | [ ]  | Copy a valid visa for an employment in HK |
| 6. | [ ]  | Personal Particular Form |
| 7. | [ ]  | Copies of supporting documents such as certificate of academic qualifications, professional qualifications, previous employment proof, etc. |
| 8. | [ ]  | Others | Please specify: |

\* Please fill the last five digits of the HKID card no. of recommended candidate in the highlighted fill.

# For the purpose of preparing employment contract.

Notes: Exemption of SCRC could be granted to : (i) Former academic / teaching staff members; and other former staff members having undergone the SCRC, whose last service date falls within one year from the commencement date of new appointment; (ii) those who can provide a valid result of SCRC; or (iii) those recruited from outside Hong Kong who have never resided in Hong Kong.