

**MADAM LAU KAM LUNG SECONDARY SCHOOL
OF MIU FAT BUDDHIST MONASTERY**

**To Invite Applications for Contracting Chinese Enhancement Course (F.2 and F.3),
2023/24**

Course Target :	F.2 and F.3 Students who are with lower Chinese proficiency
Course Aims :	To prepare and coach students for school exam by offering training and professional advice and assistance
Course Duration :	8
Time for Lessons :	A 1-hour session (16:00-17:00) on Thursday (Details to be confirmed)
No. of Students :	About 5 students
Qualification for Applicants :	Applicants should have relevant teaching experience and be able to conduct lessons online if necessary
Service Fee :	Depending on factors such as teaching hours and course quality

Application Method :

Those interested should complete an application form which is available on our school homepage. The application form **should reach** our School **on or before 31 January 2024** by mail or by hand. (School address : 22 Castle Peak Road, Lam Tei, Tuen Mun, N.T.) (Please mark **“Chinese Enhancement Course (F.2 and F.3)”** on the envelope.)

Deadline for Application : 31 January 2024

Application Result : Our school will invite suitable candidates to attend an interview **on or before 5 February 2024**. Those who are not notified of any interview from our School before the fore-said date can consider their application unsuccessful.

Enquiry :

For enquiries, please contact Miss Cheung at 24619566.

**Madam Lau Kam Lung Secondary School of
Miu Fat Buddhist Monastery
Application Form for Contracting
Courses/Interest Classes Programme**

妙法寺劉金龍中學
承辦課程/興趣班申請表

Programme Title 申請承辦之課程/興趣班

Chinese Enhancement Course (F.2 and F.3)

中二及三中文班

Particulars of Contractor 承辦者資料

For Contractors who would like to contract the courses/interest classes programmes on behalf of a company /organization, please fill in A1, A2, A3 and A4. 承辦者如以公司/團體名義承辦有關課程/興趣班，請填寫 A1, A2, A3 及 A4。

A1. Particulars of Company / Organization 公司/團體資料

Name of Company / Organization (in English) 公司/團體名稱 (英文)		
Name of Company / Organization (in Chinese) 公司/團體名稱 (中文)		
Correspondence Address (Chinese & English) 中文及英文通訊地址		
Name of Coordinator (in English) 聯絡人/經辦人姓名(英文)	Name of Coordinator (in Chinese) 聯絡人/經辦人姓名(中文)	
Post of Coordinator 聯絡人/經辦人職銜		
Office Tel No. 公司電話		
Business Registration No. 商業登記證編號		Date of Expiry 屆滿日期
Mobile Phone 流動電話	Fax No. 傳真	E-mail Address 電子郵件地址

A2. Particulars of tutor(s) who would conduct the courses/interest classes programmes on behalf of the company/organization 承辦公司/團體所委派導師之資料

Name 姓名	Official Capacity 職位	Tel. No. 電話號碼

A3. Company/organization's track record of contracting the courses/interest classes programmes 承辦公司/團體過往承辦相關課程/興趣班之經驗

Year 年份	Item 項目名稱	Target 對象	Remark 備註

A4. Expected Remuneration 酬金要求

\$ per hour

For Contractors who would like to contract the courses/interest classes programmes on an individual basis, please complete A5, A6, A7, A8 and A9. 以個人名義申請承辦有關課程/興趣班的人士，請填寫 A5, A6, A7, A8 及 A9。

A5. Personal Particulars 個人資料

Name (in English) 英文姓名		Name (in Chinese) 中文姓名		
HK ID Card No. / Passport No. 香港身份證/護照號碼		Date of Birth 出生日期	Sex 性別	
Residential Address (Chinese & English) : 中文及英文住址				
Residence Tel. No. 住所電話號碼	Office Tel. No. 辦事處電話號碼	Mobile Phone 流動電話	Fax No. 傳真	E-mail Address 電子郵件地址

A6. Academic Qualifications (in chronological order) 學歷 (按日期順序列出)

Qualification Obtained 獲取資格	Issuing Institution 頒發機構	Major Subjects 主修科目	Year 年份

(Please insert supplementary sheets, if necessary 如有需要請另加附頁)

A7. Employment Record (in chronological order) 就業紀錄 (按日期順序列出)

Name of Employer / School 僱主 / 學校名稱	Full time 全職	Part time 兼職	Position Held 職位	Dates 日期 From / To 由 / 至	

(Please insert supplementary sheets, if necessary 如有需要請另加附頁)

A8. Experience/Training 有關工作經驗 / 訓練

(Please insert supplementary sheets, if necessary 如有需要請另加附頁)

A9. Expected Remuneration 酬金要求

\$ per hour

Signature of Contractor/Representative of
Company/Organization (with chop):
承辦者簽名 / 承辦公司或團體印章：

Name of Contractor / company or organization:
承辦者姓名 / 承辦公司或團體名稱：

Date 日期：
