

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 fax: 3106 0454 or 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 : Tsuen Wan Chiu Chow Public School	2. Trade : Education
3. Company Address: Hoi Pa Street 80, Tsuen Wan, N.T	
4. Contact Person : * Ms Cheung Mei Yeung (Vice Principal)	
Tel. No.: 2490 5410	6. Email Address: info@twccps.edu.hk
7. Fax No.: 2490 4732	

Part II : Vacancy Information

8. Job Title : Teaching Assistant for Non-Chinese Speaking Student (NCSS) with Special Education Needs (SEN)	9. No. of Vacancy(ies) : 1												
10 Job Duties : -To provide academic and support service for NCSS SEN students -To offer support in classrooms and other school activities for NCSS SEN students -To facilitate communication between NCSS's parents and teachers -To provide support for teachers and handle administrative works -To assist in school events and ad hoc duties assigned by the school													
11. Contract of Employment: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time													
12. Work Place (if different from item 3 –Company Address above): _____													
13. Working Hours : ____5.5____ Working days per week <input checked="" type="checkbox"/> Shift Holiday <input checked="" type="checkbox"/> Regular hours: Mon-Fri: 7:45am – 5pm ; Saturday: Shift 9am-12:30 <input type="checkbox"/> Shift work, working hours : _____ , _____ hours per day													
14. Basic Salary : HK\$ ____\$15,000-17,000__ per month <input type="checkbox"/> plus Commission around \$ _____ <input type="checkbox"/> other benefit(s) / allowance(s) _____													
15. Required Education : <input type="checkbox"/> No recruitment <input type="checkbox"/> schooling <input type="checkbox"/> Primary (Completed Primary _____) <input type="checkbox"/> Secondary (Completed Secondary _____) <input type="checkbox"/> Diploma/Certificate <input checked="" type="checkbox"/> Sub-degree <input checked="" type="checkbox"/> Degree <input checked="" type="checkbox"/> Others (please specify : <u>higher diploma</u>)													
16. Working Experience :													
17. Language Requirement : (please take into account the genuine job requirement) <table style="width: 100%;"> <tr> <th style="text-align: left;">Ability to Listen & Speak</th> <th style="text-align: left;">Ability to Read & Write</th> </tr> <tr> <td>Cantonese <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil</td> <td>Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil</td> </tr> <tr> <td>English <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil</td> <td>English <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil</td> </tr> <tr> <td>Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil</td> <td>Others ((Nepali / Urdu / Punjabi)</td> </tr> <tr> <td>Others (Nepali / Urdu / Punjabi)</td> <td><input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil</td> </tr> <tr> <td><input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil</td> <td></td> </tr> </table>	Ability to Listen & Speak	Ability to Read & Write	Cantonese <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil	Chinese <input type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input checked="" type="checkbox"/> Nil	English <input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil	English <input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil	Putonghua <input type="checkbox"/> Fluent <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Nil	Others ((Nepali / Urdu / Punjabi)	Others (Nepali / Urdu / Punjabi)	<input checked="" type="checkbox"/> Able to Read & Write <input type="checkbox"/> Able to Read <input type="checkbox"/> Nil	<input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil		
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<input checked="" type="checkbox"/> Fluent <input type="checkbox"/> Fair <input type="checkbox"/> Nil													

18. Other Entry Requirements:

- Holder of degree or higher diploma, fluent in English and AT LEAST ONE of the following language: Nepali / Urdu / Punjabi
- Good computer skills in MS Office
- Pleasant personality, enjoy working with people and able to work under pressure
- Relevant working experience with SEN training and NCSS support is an advantage

Part III: Job Application Method

Applicants can apply the vacancy by:

☒ Contact Ms Cheung Mei Yeung at

*Tel: 2490 5410 / E-mail : info@twccps.edu.hk


☒ Send the resume to Ms Cheung Mei Yeung at

* *Tel: 2490 5410 /Fax: 2490 4732 / E-mail : info@twccps.edu.hk

Part IIV: 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: Ms Hui Kam Chu
(Full name in Block Letters):

Co. Rep. /Employer Signature or Company Chop: 

Date: 5thSep, 2023

For Official Use Only :

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