

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 : Ebenezer New Hope School	2. Trade : Education
3. Company Address: 131 Pokfulam Road, Hong Kong	
4. Contact Person : *Miss / Ms / Mr CHUNG KL	
5. Tel. No.: 28170503	6. Email Address: enhsgo@ebenezer.org.hk
7. Fax No.: 2872 8418	

Part II : Vacancy Information

8. Job Title : School Assistant (NCS Support)	9. No. of Vacancy(ies) : 1																																								
10 Job Duties : ● To support learning and school activities for non-Chinese speaking students ● To assist in document processing																																									
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 : <u> 5 </u> Working days per week <input type="checkbox"/> Shift Holiday <input checked="" type="checkbox"/> Regular hours, (Schedule, e.g. Mon-Fri 9am-5pm) <u> Mon-Fri 8am-5pm </u> <input type="checkbox"/> Shift work, working hours : _____, _____ hours per day																																									
14. Basic Salary : HK\$ <u> 20000 </u> 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 recruitment <input type="checkbox"/> schooling <input type="checkbox"/> Primary (Completed Primary _____) <input checked="" type="checkbox"/> Secondary (Completed Secondary _____) <input type="checkbox"/> Diploma/Certificate <input type="checkbox"/> Sub-degree <input type="checkbox"/> Degree <input type="checkbox"/> Others (please specify : _____)																																									
16. Working Experience : Experience related to SEN, STEM or library management will be preferred																																									
17. Language Requirement : (please take into account the genuine job requirement) <table style="width: 100%;"> <tr> <th colspan="4"><u>Ability to Listen & Speak</u></th> </tr> <tr> <td>Cantonese</td> <td><input checked="" type="checkbox"/> Fluent</td> <td><input type="checkbox"/> Fair</td> <td><input type="checkbox"/> Nil</td> </tr> <tr> <td>English</td> <td><input checked="" type="checkbox"/> Fluent</td> <td><input type="checkbox"/> Fair</td> <td><input type="checkbox"/> Nil</td> </tr> <tr> <td>Putonghua</td> <td><input type="checkbox"/> Fluent</td> <td><input type="checkbox"/> Fair</td> <td><input type="checkbox"/> Nil</td> </tr> <tr> <td colspan="4">Others (Please Specify: <u> Urdu/Hindi </u> preferable) <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil</td> </tr> </table>	<u>Ability to Listen & Speak</u>				Cantonese	<input checked="" type="checkbox"/> Fluent	<input type="checkbox"/> Fair	<input type="checkbox"/> Nil	English	<input checked="" type="checkbox"/> Fluent	<input type="checkbox"/> Fair	<input type="checkbox"/> Nil	Putonghua	<input type="checkbox"/> Fluent	<input type="checkbox"/> Fair	<input type="checkbox"/> Nil	Others (Please Specify: <u> Urdu/Hindi </u> preferable) <input type="checkbox"/> Fluent <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Nil				<table style="width: 100%;"> <tr> <th colspan="4"><u>Ability to Read & Write</u></th> </tr> <tr> <td>Chinese</td> <td><input type="checkbox"/> Able to Read & Write</td> <td><input type="checkbox"/> Able to Read</td> <td><input checked="" type="checkbox"/> Nil</td> </tr> <tr> <td>English</td> <td><input checked="" type="checkbox"/> Able to Read & Write</td> <td><input type="checkbox"/> Able to Read</td> <td><input type="checkbox"/> Nil</td> </tr> <tr> <td colspan="4">Others (Please specify: _____)</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Able to Read & Write</td> <td><input type="checkbox"/> Able to Read</td> <td><input type="checkbox"/> Nil</td> </tr> </table>	<u>Ability to Read & Write</u>				Chinese	<input type="checkbox"/> Able to Read & Write	<input type="checkbox"/> Able to Read	<input checked="" type="checkbox"/> Nil	English	<input checked="" type="checkbox"/> Able to Read & Write	<input 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
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18. Other Entry Requirements:

- Good admin & computer skills, e.g. Word, Excel, PowerPoint

Part III: Job Application Method

Applicants can apply the vacancy by:

☐ Contact *Ms / Miss / Mr _____ at

*Tel / E-mail _____

☒ Send the resume to Ms / Miss / Mr* CHUNG KL at

* Tel / Fax / Post / E-mail * enhsgo@ebenezer.org.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: EBENEZER NEW HOPE SCHOOL
(Full name in Block Letters):

Co. Rep. /Employer Signature or Company Chop: _____

Date: 5 OCT 2023



For Official Use Only :

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

FAXED
DATE - 5 OCT 2023