



教學職位申請表  
Application Form for Academic Position

**注意事項 NOTES**

- 申請者所申報之資料，將用作澳門大學員工招聘時評核申請人適合與否及釐定福利條件(如適用)。申請人資料會送往獲授權處理有關招聘事宜的學院/中心，以及校內/校外之評審人員以完成有關程序。  
The data in relation to your application will be used by the University of Macau to assess your suitability for assuming the position for which you are applying, and to determine the benefits package (if applicable). It may be provided to faculties/centers, and/or any internal/external assessors authorized to process the information for purposes relating to appointment.
- 申請者所填報的身份證號碼將用作澳門大學員工招聘時的身份鑒別用途。  
The ID No. collected from the applicants will be used by the University of Macau for the purpose of identity verification.
- 申請者有責任填寫此申請表上所有項目。若未能提供完整資料將會影響申請之處理及結果。本表格須以正楷填寫。  
Completion of all items on the form is obligatory. Failure to provide the data may affect the processing and outcome of your application. This form should be filled in on the computer, typed or written in block letters.
- 請附上英文履歷寄回澳門大學行政部人力資源處。副本將不獲退回並需於日後核對。  
Please attach and submit a current CV in English to the Human Resources Section of Office of Administration of the University of Macau. The copies will not be returned and will be verified in due course.
- 如申請者不獲取錄，澳門大學將保留申請者個人資料不多於三年。其後此申請表及所附文件將從檔案中移除。  
It is our policy to retain the personal data of unsuccessful applicants for future reference purpose for a period of not more than three years. Thereafter, your application together with all materials you have provided will be removed from our files.
- 遞交此申請表後，如需查閱/更改資料，可另致函予澳門大學行政部人力資源處(請註明職位空缺參考編號)。  
You may request access to, and/or correction of your personal data by writing to the Human Resources Section of Office of Administration of the University of Macau after submission of this application. Please quote the reference number of the vacancy.
- 所有申請資料將絕對保密。  
All information given in the form will be kept strictly confidential.

申請職位 Position Applied For:

空缺編號 Reference No.:

所屬學院/中心 Faculty/Centre:

**I) 個人資料 PERSONAL PARTICULARS**

稱謂 Title: 教授 Prof. 博士 Dr. 先生 Mr. 女士 Ms.

中文姓名(如適用) Chinese Name (if applicable):

英文名字 Given Name(s) in Full:

英文姓氏 Surname:

永久居留地 Permanent Residence:

(city) (country)

國籍 Nationality:

出生日期 Date of Birth: / / (dd/mm/yyyy)

證件類別 Type of ID:

證件編號 ID No:

住址 Home Address:

通訊地址 Postal Address (如與上址不同 If different from Home Address above):

住宅電話 Residential Telephone No.:

商務聯絡電話 Business Contact Telephone No.:

傳真號碼 Fax No.:

手機號碼 Mobile Telephone No.:

電郵地址 E-mail Address(es):

<b>II) 能操語言 LANGUAGE(S) USED</b>		書寫 Written*	言談 Spoken*
*E=優 Excellent; G=良 Good; A=一般 Average; P=劣 Poor			
第一語言 First Language			
第二語言 Other Language(s)			

<b>III) 學歷 EDUCATION AND ACADEMIC QUALIFICATIONS</b>			
請由最高學歷程度開始依次列出。 Please list in chronological order, starting with your most recent.			
院校名稱及其所在地 Name and Country of Institution	修讀專業 Field of Study	所得資格/文憑/學位 Qualifications Obtained	頒授年份 Year of Award

<b>IV) 主要研究/著作 SELECTED RESEARCH WORK/PUBLICATIONS</b>		
請列出不多於五項。 Please list no more than 5 items.		
研究/著作名稱 Title of Publication/Journal Article	出版日期及地點 Date & Place of Publication	出版商/著作者 Publisher/Journal Name

**V) 工作經驗 WORK EXPERIENCE**

如不敷應用，請用另紙填寫；並請以目前或最近從事的工作開始依次列出。 If the space is insufficient, please use separate sheets for details or explanations. Please also list in chronological order, starting with your most recent.

日期 (月/年) Dates (mm/yyyy)		工作機構/僱主名稱及其所在地 Name & Location of Organization/Employer	職位及工作性質 Position Held & Nature of Work
由 From	至 To		

**VI) 其他資料 ADDITIONAL INFORMATION**

請於此欄填寫任何閣下認為有助此申請的資料。 Please write here any further information that you think might be helpful to your application.


**VII) 諮詢人資料 REFERENCES**

其中一名諮詢人必須能提供有關對申請人教學能力或潛質之意見。

At least one of the references should include comments upon the applicant's teaching ability or potential as a teacher.

1.	姓名 Name:	
	職位 Position:	
	機構 Organization:	
	地址 Address:	
	電話 Telephone No.:	傳真號碼 Fax No.:
	電郵地址 E-mail Address:	
2.	姓名 Name:	
	職位 Position:	
	機構 Organization:	
	地址 Address:	
	電話 Telephone No.:	傳真號碼 Fax No.:
	電郵地址 E-mail Address:	

VIII) 可履任日期 DATE WHEN APPLICANT CAN ASSUME DUTY: \_\_\_\_/\_\_\_\_/\_\_\_\_(dd/mm/yyyy)

**IX) 個人聲明 SELF-DECLARATION**

(\*請刪除不適用者 Please delete as inappropriate)

1. 您在以往的工作機構曾否受過紀律處分？

有 / 沒有 / 本人現時不願意提供有關資料。

Have you ever been subject to a disciplinary process in the institutions you worked with?

Yes / No / I do not want to disclose at this moment.

2. 您在澳門或澳門以外地區曾否有任何犯罪紀錄？（輕微違反紀錄除外：如超速、衝紅燈、違泊等行為）

有 / 沒有。

Have you ever been convicted of any criminal charge in Macao or outside Macao? (except for minor contravention records, e.g., speeding, red-light jumping and illegal parking, etc.)

Yes / No.

3. 有關以上兩項問題的附加資料（如適用）。

Supplementary information for the above two questions (if applicable).

本人特此聲明上述資料正確無訛。本人明白任何虛報資料將有可能導致本人被解僱。本人同意澳門大學向第 VII 部分所述諮詢人士諮詢作為此次申請之參考。

I declare that the information given above is correct. I understand that if I give any false information and I am subsequently appointed to a post in the University of Macau, I shall render myself liable to dismissal. I hereby give my consent to the University to contact my referees as provided in Section VII above and request their comments on my suitability for the post for which I have applied.

簽名 Signature: \_\_\_\_\_

日期 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_(dd/mm/yyyy)