

Personal Information Registration Form for Teaching Staff

1) Teaching Staff
Number _____

☐ Initial registration ☐ Information update Academic year _____

Last academic year		For DSEDJ only		Date of registration at the DSEDJ		/ /		
Teaching staff's personal information	2) School unit code *		3) Name of school unit*					
	4) Chinese name		5) Name in foreign language or transliteration		6) Language version* <input type="checkbox"/> Chinese <input type="checkbox"/> Portuguese <input type="checkbox"/> English			
	7) Sex* <input type="checkbox"/> M <input type="checkbox"/> F		8) Date of birth* yyyy / mm / dd		9) Place of birth* <input type="checkbox"/> Macao <input type="checkbox"/> Mainland China <input type="checkbox"/> Others (Please specify)		11) No.	
	10) Type <input type="checkbox"/> Macao SAR Permanent Resident ID Card <input type="checkbox"/> Macao SAR Non-Permanent Resident ID Card <input type="checkbox"/> Others (Please specify.)		12) Place of issue* <input type="checkbox"/> Macao <input type="checkbox"/> Mainland China <input type="checkbox"/> Others (Please specify)		13) Date of this issue * yyyy / mm / dd			14) Date of validity* yyyy / mm / dd
	15) Nationality *		16) Native place *		17) E-mail *		18) Contact number* Home: _____ Mobile: _____	
	19) District* <input type="checkbox"/> Macao <input type="checkbox"/> Taipa <input type="checkbox"/> Coloane <input type="checkbox"/> Zhuhai <input type="checkbox"/> Zhongshan <input type="checkbox"/> Others (Please specify)		20) Street name*		21) Door No, Bld. Name, Block*, Floor, Apt. No		22) Reside at the same residential address at night during school days <input type="checkbox"/> YES <input type="checkbox"/> NO (please fill in 23-24)	
	23) *Place of resi- district <input type="checkbox"/> Macao <input type="checkbox"/> Taipa <input type="checkbox"/> Coloane <input type="checkbox"/> Zhuhai <input type="checkbox"/> Zhongshan <input type="checkbox"/> Others (Please specify)		24) Street name and Door No, Bld. Name, Block, Floor, Apt. No					
	25) Language Mastered *		26) The level of language skills *		27) Officially/institutionally recognized certificate *		28) Level of the certificate *	
	29) Will the related proof documents of "the length of service as a teaching staff in other countries or regions" be submitted? *							<input type="checkbox"/> Yes <input type="checkbox"/> No
	Academic qualifications and teacher training certificate	For DSEDJ only	Type of academic qualifications	Faculty (Major)	Education institution that issued the academic certificate	Location	Date of issue of the academic certificate	Number of years studied
30) *		31) *	32) *	33) *	34)	35)		

Account information (For private school teaching staff, bank transfer service cannot be used if the required information is not complete.)

36) Bank name	37) Account name
	38) Account number

Assessment & verification of teaching staff's qualifications (Private school teaching staff who register for the first time have to fill in the following information for evaluation and verification. If there is detailed information about the teaching work arrangement for the new academic year, the teaching staff can fill in the Academic Year Information Registration Form for Teaching Staff (DSEDJ-B06).)

39) Level taught	40) Subject taught	41) Remarks
42) Remarks		

*Note: Please note the description of the items with * in the "Instruction".

Date _____ / _____ / _____ Signature of the teaching staff _____ Seal of the school _____

Purpose: This form collects teaching staff's personal information needed by the Education and Youth Development Bureau to complete the registration and approval procedures.

Other information: If you choose not to complete the optional items please fill the boxes with a diagonal line. Do not leave them blank.

For **private school teaching staff registering for the first time**, the following documents should be submitted to the DSEDJ within ten days of employment :

- 1) Personal Information Registration Form for Teaching Staff (DSEDJ -B05) and Academic Year Information Registration Form for Teaching Staff (DSEDJ -B06)
- 2) The photocopy of identification document, and depending on the circumstances, together with the photocopy of the stay permit or residence permit ;
- 3) Academic certificates must include: The certified copies of the certificates of academic qualifications and the summary transcript or the certified copies of transcripts of different years issued by the educational institution concerned ;
- 4) * Copy of the physical and health certificate issued by the Macao health department, or the photocopy of the physical and health certificated issued by the hospitals, clinics, doctors registered at the Health Bureau.

Note :

- Documents marked with “*” can be submitted later.
 - If the certified copies of academic qualification cannot be submitted within the designated period (referred to item 3), the copies of academic qualification should be submitted first, so that the DSEDJ can verify the application for registration of the related teaching staff.
 - For those who are verified to be with qualifications of teaching staff, documents specified in No. 1 to 5 must be submitted, then can the registration of teaching staff for that academic year be completed.
 - Registration of teaching staff generally comes into effect from the day that he/she starts the teaching duties. For teaching staff submitting the registration documents 60 days after taking the post, registration will be effective from the day the documents are submitted.
 - Subsidy of Teaching Staff Professional Development shall be granted from the day that a teaching staff starts his/her teaching duties. For those submitting registration documents 60 days after taking the post, related subsidy shall be granted from the day the documents are submitted.
- 5) * Copy of Certificate of Criminal Record ;

Previously registered teaching staff only needs to cross out the previous information and fill in new information in the original space with a non-black pen to update the personal information.

If obtaining a new academic certificate, please include the academic qualification in this form. For private school teaching staff, it is also necessary to submit the certified copies of the newly obtained academic certificate and the related transcripts.

Teaching staff having taught in other countries or regions must submit the “Registration form for submission of documentary evidence of teaching staff having taught in other countries/regions” (DSEDJ -Z10) and the related supporting documents within the time specified below:

Teaching staff registering for the first time: documents have to be submitted within 180 days of the commencement of working as a teaching staff.
Re-registering teaching staff who stop teaching before 1st September 2012: documents have to be submitted within 180 days from the date of resuming teaching.

Item No.	Instruction
2),3)	Please refer to “School code list” in Appendix 4 of the “Procedure Guide for the Collection of Education Data”.
6)	Please select the preferred language for the form to be received academic year.
7) to 9), 12) to 15), 19) to 22), 28) to 39)	Staff members of the DSEDJ (not including service providers) are exempted from completing these items; their personal information registered at the DSEDJ shall prevail.
15)	Please fill in nationality in accordance with the regulations of the “Nationality Law of PRC.” and “Interpretation of several issues on the implementation of the “Nationality Law” in the Macao SAR by the Standing Committee of National People’s Congress”.
16)	Optional item: For Chinese people, fill in the province, prefecture or city; for foreigners, fill in the country.
17)	Optional item: If you fill in your email address, it means that you are willing to receive information of your concern-via the email address.
18)	If you fill in your mobile number, it means that you are willing to receive information of your concern from the DSEDJ through the phone.
19) – 24)	If for most of the nights the teacher stays at an address that is different from that stated in no. 19) to 21) during school days, please fill in the corresponding address for spending the night during school days; if the teacher stays at the same address, then there is no need to fill in no. 23) and 24).
25)	Please list your spoken language(s), e.g., Cantonese, Putonghua, Portuguese, English or Others (Please specify).
26)	Please list the level of language skills e.g., Native language (M), Very good (B), Fair (R) or Have some acquaintance (F). Definition of mother tongue: 1. In accordance to the definition defined by UNESCO, mother tongue is the language that a person learned when he was young and later on becomes the system of meaningful signs in his mind, which works automatically for expression and understanding (UNESCO 1953:11). 2. Mother tongue refers to the first language that an infant learns and usually is the language of the country where he/she was born. (Page 1197 of the micro-printing version of 1999 of “Cihai” published by the Shanghai Dictionary Publishing House).
27),28)	Please list the relevant certificates and levels: For example, The Putonghua Proficiency Test (PSC) Level 2 Grade A, Portuguese Proficiency Test (CAPLE) DIPLÉ, International English Language Testing System (IELTS) Band 6, The Test of English as a Foreign Language (TOEFL) PBT 650, College English Test (CET) Band 4, or other <u>language</u> proficiency test certificates issued by the relevant institutions.
30)	Please fill in the level of academic qualifications (such as Bachelor’s degree, Master’s degree) or types of teacher training certificates (such as education certificate, diploma of teacher training).
31),32)	Full name is required.
33)	Name of country or region is required, e.g. China, Macao.