

Initial registration

School year _____ / _____

¹⁾ Staff No. _____ - _____

Information update

Last school year	
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This academic year	All staff employed by school for more than thirty consecutive days is required to fill in this part for each school year.			
	²⁾ School unit code		³⁾ Name of school unit	
	⁴⁾ Chinese name		⁵⁾ Name in foreign language or transliteration	
	⁶⁾ Are you required to assist in teaching activities? *		<input type="checkbox"/> Yes <input type="checkbox"/> No	⁷⁾ Monthly basic remuneration*
	⁹⁾ Form of employment *		¹⁰⁾ Employment date of this school year/date of information update *	
	<input type="checkbox"/> Full time <input type="checkbox"/> Part time		Year (yyyy)	Month (mm) Day (dd)
	¹¹⁾ Post*	¹²⁾ Number of Weekly working hours		¹³⁾ Specific duty personnel subsidised by the DSEJ *
	<input type="checkbox"/> Reading promotion staff <input type="checkbox"/> Activity promotion staff <input type="checkbox"/> Laboratory management staff	<input type="checkbox"/> School Health promotion staff <input type="checkbox"/> Information technology education staff		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Others (Please specify.) <i>For example Accountant, clerk, etc</i>			

Staff's personal information	For staff register for the first time, this part must be filled in; for those who have already registered, update this part only when it is necessary.				
	¹⁴⁾ Sex* <input type="checkbox"/> Male <input type="checkbox"/> Female		¹⁵⁾ Version of form * <input type="checkbox"/> Chinese <input type="checkbox"/> Portuguese <input type="checkbox"/> English		
	¹⁶⁾ Date of birth* / / Year(yyyy) Month(mm) Day(dd)		¹⁷⁾ Place of birth* <input type="checkbox"/> Macao <input type="checkbox"/> Mainland China <input type="checkbox"/> Others (Please specify.)		
	Identification document	¹⁸⁾ Type		Residential address	
		<input type="checkbox"/> Macao SAR Permanent Resident ID Card <input type="checkbox"/> Others (Please specify.) <input type="checkbox"/>			¹⁹⁾ No.
		<input type="checkbox"/> Macao SAR Non-Permanent Resident ID Card			
	²⁰⁾ Place of issue*		²¹⁾ Date of this issue *	²²⁾ Date of validity*	
	<input type="checkbox"/> Macao <input type="checkbox"/> Mainland China <input type="checkbox"/> Others (Please specify.)		Year(yyyy) Month(mm) Day(dd)	Year(yyyy) Month(mm) Day(dd)	
	²³⁾ Nationality *		²⁴⁾ Native place *	²⁵⁾ Overnight accommodation district	
				<input type="checkbox"/> Macao/Taipa/Coloane <input type="checkbox"/> Mainland China <input type="checkbox"/> Others (Please specify.)	
²⁶⁾ District*		²⁷⁾ Street name*			
<input type="checkbox"/> Macao <input type="checkbox"/> Taipa <input type="checkbox"/> Coloane <input type="checkbox"/> Mainland China (Please fill in the Postal Code.)					
²⁸⁾ Door No., Bld. Name, Block*, Floor, Apt. No		²⁹⁾ Telephone number*	Home: Mobile:		

³⁰⁾ Remarks	
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* Please note the description of the items with * in the "instruction".

Date _____ / _____ / _____
Year yyyy Month mm Day dd

Signature of the staff

Seal of the school

Instruction

Purpose: This form collects staff's information needed by the Education and Youth Affairs Bureau to complete the registration 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.

Item No.	Instruction
6)	The work of "assisting in teaching activities" referred in this item, in particular, includes teaching assistance, laboratory management, library management, management of teaching equipment and production of teaching aids, as well as computer room management etc. If this item is not filled in, it will be considered as "No need to assist in teaching activities"
7)	For private school staff, please fill in the information according to the definition of basic remuneration stated in "Law No. 7/2008 – The Labour Relations Law".
7)-9), 13), 15),16), 19)-22), 26)-29)	Staff members of the DSEJ are exempted from completing these items; their information registered at the DSEJ shall prevail.
9)	It can only be considered as full time worker if the staff who works at least 36 hours weekly.
10)	The earliest date of employment shall be the first day of the school year, which is 1 st September. After first submission, if there are any changes in the work arrangement during the school year, the related staff has to update the information and the starting date of the new arrangement in accordance with the need.
11)	School should not arrange the staff to work as school supervisors, school consultant, school management committee member or other post of the same kinds.
13)	If serving as a specific duty personnel subsidised by the DSEJ - the school medical staff, the health promotion staff, information technology education staff, reading promotion staff, activity promotion staff and laboratory management staff the working hours of the staff should not be less than 18 hours.
15)	Please select the preferred language for the form to be received next academic year.
23)	Please fill in the nationality in accordance with the provisions of the Nationality Law of the People's Republic of China and the interpretation of the Standing Committee of the National People's Congress on several issues related to the implementation of the Nationality Law in the Macao SAR. Refer to the DSEJ website at http://www.dsej.gov.mo .
24)	Optional item. For Chinese people, fill in the province, prefecture or city, for foreigners, fill in the country.