

☐ Initial registration
☐ Information update

Academic year

¹⁾ Staff No. _____

Last academic 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 academic 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*		⁸⁾ Annual remuneration*		
	⁹⁾ Form of employment *				¹⁰⁾ Employment date of this academic year/date of information update *				
	<input type="checkbox"/> Full time <input type="checkbox"/> Part time				Year (yyyy) / Month (mm) / Day (dd)				
	Number (For DSEDJ only)		¹¹⁾ Post*			¹²⁾ Number of Weekly working hours		¹³⁾ Special duty personnel subsidised by the DSEDJ *	
			<input type="checkbox"/> Reading promotion staff <input type="checkbox"/> School Health promotion staff <input type="checkbox"/> Activity promotion staff <input type="checkbox"/> Information technology education staff <input type="checkbox"/> Laboratory management staff <input type="checkbox"/> Speech therapist <input type="checkbox"/> Occupational therapist <input type="checkbox"/> Physiotherapist <input type="checkbox"/> Speech training staff <input type="checkbox"/> Psychological Counsellor					<input type="checkbox"/> Yes <input type="checkbox"/> No ¹⁴⁾ Specialised personnel of special education subsidised by the DSEDJ <input type="checkbox"/> Yes <input type="checkbox"/> No	
			Others (Please specify.) For example Accountant, clerk, etc						

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.									
	¹⁵⁾ Sex* <input type="checkbox"/> Male <input type="checkbox"/> Female			¹⁶⁾ Version of form * <input type="checkbox"/> Chinese <input type="checkbox"/> Portuguese <input type="checkbox"/> English						
	¹⁷⁾ Date of birth* / / Year(yyyy) Month(mm) Day(dd)			¹⁸⁾ Place of birth* <input type="checkbox"/> Macao <input type="checkbox"/> Mainland China <input type="checkbox"/> Others (Please specify.)						
	Identification document	¹⁹⁾ Type					²⁰⁾ No.			
		<input type="checkbox"/> Macao SAR Permanent Resident ID Card <input type="checkbox"/> Others (Please specify.) <input type="checkbox"/> Macao SAR Non-Permanent Resident ID Card								
		²¹⁾ Place of issue*			²²⁾ Date of this issue *		²³⁾ 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)				
	²⁴⁾ Nationality *		²⁵⁾ Native place *		²⁶⁾ Home:		²⁶⁾ Mobile:			
	Residential address	²⁷⁾ District*				²⁸⁾ Street name*				
		<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.)								
Place of residence	²⁹⁾ Door No., Bld. Name, Block*, Floor, Apt. No				³⁰⁾ Reside at the same residential address at night during school days		<input type="checkbox"/> YES <input type="checkbox"/> NO (please fill in 31-32)			
	³¹⁾ 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.)		³²⁾ Street name and Door No., Bld. Name, Block, Floor, Apt. No					

Academic qualifications of special duty personnel subsidised by the DSEDJ	Special duty personnel subsidised by the DSEDJ are required to complete this part while other staff are not required to do so. Non-first-time registrants are required to fill in this part only when there is a need to update/ add information on academic qualifications.						
	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
		³³⁾	³⁴⁾	³⁵⁾	³⁶⁾	³⁷⁾	³⁸⁾

³⁹⁾ Remarks	
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* Please note the description of the items with * in the "instructions"

Date / /
Year yyyy Month mm Day dd

Signature of the staff

Seal of the school

Instructions

- Purpose:** This form collects staff's information needed by the Education and Youth Development 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, computer room management, as well as service provided by therapist / training staff / psychological counsellor in class 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)-14, 17)-22), 24) 27)-30),	Staff members of the DSEDJ are exempted from completing these items; their information registered at the DSEDJ shall prevail.
9)	It can only be considered as full time worker if the staff works at least 36 hours weekly.
10)	The earliest date of employment shall be the first day of the academic year, which is 1 st September. After first submission, if there are any changes in the work arrangement during the academic 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 special duty personnel subsidised by the DSEDJ - the school 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.
14)	Only applicable to school which have special education class and special education small class.
16)	Please select the preferred language for the form to be received next academic year.
24)	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.
25)	Optional item. For Chinese people, fill in the province, prefecture or city, for foreigners, fill in the country.
30) – 32)	If for most of the nights the staff stays at an address that is different from that stated in no. 27) to 29) during school days, please fill in the corresponding address for spending the night during school days; if the staff stays at the same address, then there is no need to fill in no. 31) and 32).