

Consent and Release Letter of Personal Information for Pre-Employment Screening

I understand that as part of the employee selection and recruitment process, **The Independent Schools Foundation Academy Limited, The Independent Schools Foundation Limited and The Independent Schools Foundation Pre-School Limited (hereinafter collectively referred to as "ISF")** has engaged eeVoices Limited to conduct employment related screening checks including my employment and work history, education, certifications, credentials, sexual conviction records, criminal records, local ID or passport check and any other potential adverse record in the media and public sources. I hereby authorize and give consent to ISF and eeVoices Limited to make all necessary arrangements to obtain the screening result and release the information obtained to my prospective employer, **ISF** only. I understand that failure to provide accurate and complete information may disqualify me from further consideration for employment and could result in my subsequent termination and dismissal for cause if I do gain a position with this employer.

I hereby authorize and give consent to **ISF** and eeVoices Limited to contact myself as well as the employers or referees provided by myself or listed on my application form for the purposes of verifying my work and employment history and authorize its release to **ISF** and eeVoices, including but not limited to, job duties and responsibilities, positions held, employment dates, salary, bonuses, job performance, rehire eligibility, reasons for leaving, reputation and conduct. I authorize and give consent to eeVoices to release any information obtained related to my employment to my prospective employer, **ISF** only.

I also authorize the representative of eeVoices Limited **or ISF** to witness my Hong Kong criminal record history at the Hong Kong Police Headquarters. eeVoices Limited will report all findings excluding Spent Convictions to **ISF**. I also consent to any third parties to provide eeVoices Limited **and ISF** any record or other information as may be required regarding this check.

I hereby also authorize and give consent to educational and professional institutions listed on my application form to release personal information about any degrees, diplomas and/or certificates completed or attained or formerly held to eeVoices Limited as part of my job application with **ISF**. I understand that I must provide personal information for the purposes of accurate personal identification and that eeVoices **and ISF** will release such information to any other third party only if required to confirm my identity. I authorize all person who may have information relevant to this enquiry to disclose the information to **eeVoices and ISF**. I release all persons from liability on account of such disclosure.

English Full Name (As shown in passport):			
Surname/Last Name	Given 1/First Name	Given 2/Middle Name	Birth and/or Maiden Name
Chinese Full Name (As shown in passport):		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Name in Chinese (if applicable)			
Contact Number: ()		Email:	
Country Code			
Birth Date:	HKID Number (if applicable):	Local ID / Passport Number (Nationality):	
Year Month Day			

Candidate Signature: _____ **Date:** _____

工作審查同意及授權書

本人明白作為員工揀選和招聘的部份，**弘立幼稚園有限公司，弘立書院有限公司及智立教育基金有限公司** (以下統稱為弘立書院) 已委託 eeVoices Limited 進行關於聘請的審查，包括工作經驗和表現、學歷、證書、專業資格、個人身份驗證、性罪行定罪紀錄、犯罪紀錄查核及其他媒體和公共紀錄。本人授權並同意 eeVoices Limited 作出一切必要的安排，進行相關的調查以取得篩選結果，以及將結果向未來的僱主**弘立書院**悉數彙報。倘若本人獲聘於**弘立書院**，本人明白未能提供準確且完整的資料可能會被取消就業資格，亦可能導致日後終止僱員關係和被解僱。

本人授權並同意**弘立書院**或 eeVoices Limited 聯繫本人，以及在申請表上所提供的僱主和推薦人以驗證本人的工作經驗。本人亦授權申請表上所提供的僱主和推薦人把本人的資料提供予**弘立書院**或 eeVoices Limited 以及將結果向未來的僱主悉數彙報，包括但不限於工作職責、職位、就業日期、工資、獎金、工作表現、重新僱用的資格、離職原因、名譽和行為。本人授權並同意 eeVoices Limited 將所獲得任何與本人就業相關的資料向未來的僱主**弘立書院**悉數彙報。

本人授權予 eeVoices Limited 或**弘立書院**的代表在香港警察總部見證本人的香港刑事紀錄。eeVoices Limited 將向**弘立書院**彙報所有調查結果，但不包括已喪失時效的定罪。本人亦同意任何第三方提供這個審查所需的任何記錄或其他資料予 eeVoices Limited 和**弘立書院**。

本人在此授權並同意在申請表上所提供的教育及專業機構向 eeVoices Limited 發佈有關本人的學位、文憑和證書的個人資料作為本人在**弘立書院**申請工作的一部分。本人明白必須提供個人資料以作準確的個人身份驗證。在需要核實本人身份的情況下，eeVoices Limited 或**弘立書院**會將該資料發布給任何第三方。本人授權任何人士向 eeVoices Limited 和**弘立書院**披露任何與這個審查相關的資料。本人免除任何相關人士因披露本人資料需負上的責任。

英文全名 (與護照相符):		
姓		名
中文全名 (與護照相符):	<input type="checkbox"/> 男 <input type="checkbox"/> 女	
中文全名(如適用)		
聯絡電話: ()	電郵:	
國家地區編碼		
出生日期:	香港身份證號碼(如適用):	國籍身份證號碼/ 護照號碼:
年 月 日		

求職者簽署: _____ 日期: _____

本文件包含嚴格保密的信息，僅用於指定收件人的使用。若閣下誤收此文件，請立即回復發件人，電話：+852 2262 2727，請勿口讀及銷毀本文件及其複本。禁止任何未經授權的查看，披露，複製或分發此消息或附件。謝謝。