

Checklist for Job Applicants

1. Please complete and sign this form and return it by EMAIL: talent@esfcentre.edu.hk
2. Contact named referees (stated in your application form) to ensure they are well informed that eeVoices will be calling them. Let them know the prospective employer and the job you are seeking.
3. If you need to update any contact information or referee availability, please send information to talent@esfcentre.edu.hk

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

I understand that as part of the employee selection and recruitment process that the **English Schools Foundation or ESF Educational Services Ltd.** has engaged eeVoices Limited to conduct employment related screening checks including my employment and work history, education, certifications, credentials, sexual conviction record, criminal record and any other relevant records in the media and public sources. I hereby authorize and give consent to eeVoices Limited to make all necessary arrangement to obtain the screening result and release the information obtained to my prospective employer, the **English Schools Foundation or ESF Educational Services Ltd.** 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 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 eeVoices and subsequently my prospective employer, 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, the **English Schools Foundation or ESF Educational Services Ltd.** only.

I hereby authorize and give consent to eeVoices Limited to make all necessary arrangement to obtain my sexual conviction record and release the information obtained to my prospective employer, the **English Schools Foundation or ESF Educational Services Ltd.** only. I agree to attend the police headquarters personally to complete the entire process upon request.

I hereby authorize and give consent to eeVoices Limited to make all necessary arrangement to obtain my criminal record and any other relevant records in the media and public sources and release the information obtained to my prospective employer, the **English Schools Foundation or ESF Educational Services Ltd.** only.

I hereby also authorize and give consent the 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 the **English Schools Foundation or ESF Educational Services Ltd.** I understand that eeVoices will provide only as much personal information to these institutions as needed to ensure an accurate identification of me. I further authorize and give consent to eeVoices to release all information obtained in this search to the **English Schools Foundation or ESF Educational Services Ltd.**

English Name of Candidate:			
Surname/Last Name	Given 1/First Name	Given 2/Middle Name	Birth and/or Maiden Name
Chinese Name of Candidate:		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Name in Chinese	Chinese Character Code	Check One	
Contact Number: ()		Email:	
Country Code			
Birth Date:	Passport or ID Number:	Nationality:	
Year Month Day			
Position Applied:			

Candidate Signature: _____ **Date:** _____