

Acknowledgement

1. The Hong Kong Youth Sports Association Limited (HKYSA) has established the rules and operational guidelines to all staffs and coaches to follow and sign the documents, and the content is very strict. However, if you are not willing to follow the rules and operational guidelines and sign the documents. Pleases **DO NOT** apply any job post in HKYSA.
2. HKYSA provided an online information system for the coaches which called Coach Information System. All the coaches can download the updated administrative information / guidelines and application forms from the Coach Information System.
3. HKYSA mainly operates and contacts the coaches with the Coach Information System and by emails. However, if the applicant has no ability to use computer system and using email. Please **DO NOT** apply any job post in HKYSA.
4. All applicants have to fill the “Coach Job Application Form” before we arrange with an interview.
5. Please provide all the original and copies of academic certificates, coaching certificates and proof of documents for the interview.
6. All applicants **MUST** complete all the information of the “Coach Job Application Form”.
7. All applicants **MUST** provide an email address.
8. Please sign and provide the schedule for the future classes.

(_____Month) Please put a ✓ in the boxes.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
09:00-13:00							
14:00-18:00							
18:00-22:00							

Others _____

9. Criminal record (Can answer the questions voluntarily)

Have you ever convicted in criminal cases?

NO

YES (Please Identify):

HKYSA WILL NOT discriminate against the job applicants with criminal records.

10. Have you ever been involved in criminal cases which under the age of 18?

NO

YES (Please Identify):

11. Have you ever applied “The Sexual Conviction Record Check (SCRC)”?

NO

YES, (When)_____

12. Do you agree to authorize the inspection of Hong Kong Youth Sport Association for “The Sexual Conviction Record Check (SCRC)”?

NO

YES (Please identify the details and 14-digits):

13. Please provide a date and time for arrange the appointment

14. Expected Salary:

Name of Applicant: _____

Signature of Applicant: _____

Date: _____

Please send email admin@hkysa.hk

You can directly send email to our staff if you are in contact with our staff.

Coach Job Application Form

1. Which subject you can teach: _____
 Apply for Coach / Assistant Coach / practical assistant coach
 Target group: _____

2. Which subject you can teach: _____
 Apply for Coach / Assistant Coach / practical assistant coach
 Target group: _____

3. Which subject you can teach: _____
 Apply for Coach / Assistant Coach / practical assistant coach
 Target group: _____

Photo

Personal Information

Name in Chinese:		Checked <input type="checkbox"/>
Name in English:		Checked <input type="checkbox"/>
Gender:	Male/ Female	Checked <input type="checkbox"/>
ID Card Number		Checked <input type="checkbox"/>
Date of Birth:		Checked <input type="checkbox"/>
Age:		Checked <input type="checkbox"/>
Place of Birth:		Checked <input type="checkbox"/>
Nationality:		Checked <input type="checkbox"/>
Home Phone Number:		Checked <input type="checkbox"/>
Mobile Phone Number		Checked <input type="checkbox"/>
Address		Checked <input type="checkbox"/>
		Checked <input type="checkbox"/>
		Checked <input type="checkbox"/>
Email Address		Checked <input type="checkbox"/>
Marital status	Married/Single	Checked <input type="checkbox"/>
Emergency Contact Person:		Checked <input type="checkbox"/>
Contact number:		Checked <input type="checkbox"/>
Relationship:		Checked <input type="checkbox"/>

Education

Name of College/ University	Major/ Second Major	Year	Results	Checked
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Professional qualifications / Coaching qualifications/ Academic qualifications

Professional qualifications / Name of Certificate	Name of the issued organization	Level	Date of issue	Checked
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

***All the information will be entered into the computer. Therefore, all information must complete clearly.

Educational Experience / Working Experience

Name of Organization	Date of Work	Position	Working area / Character	Checked
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

***The applicant who provided with all the working experience documents can help access the salary range.

Sport Competition Experience / Results / Acting Experience / Commendation

Name of Organization	Name of Competition	Result / Ranking	Date

***If you could provide the documents or certificates of your experience in sports competition and results that could enhance our confidence on you and your application. Moreover, it can enhance your opportunity to be employed.

Languages of teaching:	<input type="checkbox"/> Cantonese / <input type="checkbox"/> Mandarin / <input type="checkbox"/> English / <input type="checkbox"/> Others:
Interest:	
Other Information:	
Other Skills:	

Referral : _____ Is the referral is our coach (Please put a ✓ in the box if yes)
 Attach the resume / Other information _____

Declaration

I solemnly declare that to the best of my knowledge and belief, all of the statements made in this application are true .

Signature: _____ **Date:** _____

**On above information only use for job application. We will keep that if applicants were employed.

Otherwise, we will destroy it.

**Applicant should submit I.D. card copy and Certificate 's copy if were employed

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		ResponsibleStaff
<input type="checkbox"/> Have submitted the HKID card copy	Have interviewed/ Date: _____	_____
<input type="checkbox"/> Have submitted the copy of certificates	<input type="checkbox"/> Personal Information has edited in the HKYSA coaches data base	_____
<input type="checkbox"/> Have submitted the documents of working experience	<input type="checkbox"/> Edited the new record in FTP	_____