

Application Form – Staff

Thank you for your interest in working with Justice Centre Hong Kong. To assist us in processing your application for the role, please make sure you have sent us the followings to our email jobs@justicecentre.org.hk with the Position you are applying as the subject line.

1. Your **CV**;
 2. Your **Statement of Interest or cover letter**;
 3. A completed **Application Form** (see below); and
 4. **Two writing samples** (academic or professional; each over 500 words).
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References

Please provide the details of two referees. One should be your current employer (if any), and it would be preferable if the other were to be someone else who has known you in an academic or professional capacity.

Full name	
Company / Organisation	
Position	
Email address	
Relationship	

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Right to work

Do you need a visa to reside in Hong Kong? If yes, what type of visa are you currently on? (Please note we will require a copy of your visa should you be shortlisted for an interview.)

Date of availability to take up the position

If successful, what is the earliest available date you would be able to start with Justice Centre Hong Kong?

Availability to work

Please indicate your availability.

applying for a full-time position, available Mon to Fri 9:30 to 6pm

applying for a part-time position, available at the dates and time below. (Please complete the table.)

	9:30 AM – 6:00 PM (Yes / No)	If No, please indicate your available time (e.g., 9:30 AM – 1 PM, 2 PM – 6PM, or Not available all day)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Please email a copy of your completed Application Form with the other requisite documents to jobs@justicecentre.org.hk with the Position applied as the subject line. Due to the high level of interest in our organization, we may only be able to reply to shortlisted applicants. The information requested will be used only for the purpose of assessing your suitability for the role. Thank you for your interest!

Declaration

I certify that the information given on this form is correct to the best of my knowledge. I consent to Justice Centre Hong Kong checking any of this information. I consent to Justice Centre Hong Kong contacting the referees I have put forward if I am offered the post.

Signed

Printed Name

Date

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