**Montessori Teacher Assistant Program (60 hours)**

**Application Form**

☐ **0-3 years old Infant & Toddler Teacher Assistant Program\*** Start Date:

☐ **3-6 years old Early Childhood Teacher Assistant Program\*** Start Date:

*\*Please tick where appropriate.*

1. **Personal information**

|  |  |
| --- | --- |
| Applicant’s Name in English (Mr./Miss/Mrs./Ms\*):   | Applicant’s Name in Chinese:  |
| Sex:  | Age:  | Status: Single / Married / Divorced \* |
| Job Industry:  | Occupation:  | Working Hours: From to  |
| Home Address:  |
| Contact Phone Number:  | Place of Birth:  |
| Email Address:  |
| Mother Tongue:  | Other Languages:  |

\*Please delete where inappropriate.

**II. Education Background**

**List in chronological order all colleges, universities, and professional schools attended**

|  |  |  |
| --- | --- | --- |
| **Date** | **School (Name and Location)** | **Qualification received** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

**List of employment you have held**

|  |  |  |
| --- | --- | --- |
| **Date(mm/yy-mm/yy)** | **Employment and Name of Organization/ Company** | **Leaving Reason**  |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

**III. Help us know more about you:**

1) How did you know about our programme?

☐ Our website ☐ Online forums ☐ Friends　 ☐ Relatives

☐ My child studies at your school. (name(s) of child/children: )

☐ Others (Please specify):

2) Your status is (You can choose more than one option)

☐ I do not have any child at the moment, but I wish to in the future

☐ I am pregnant/My spouse is pregnant (How many weeks? )

☐ I have a child/children (Age: M/F\* Is your child a preterm baby? No / Yes\*）

(Age: M/F\* Is your child a preterm baby? No / Yes\*）

☐ I help others take care of their children (Age: M/F\* M/F\* ）

☐ I work in the education field (Please specify: )

**Terms and Conditions:**

* We reserve the right to reject any application in any circumstances and for whatever reasons. Payment of fees should only be construed as conditional acceptance of application.
* We reserve the right to cancel a course if there is an insufficient number of enrolments.

**Medium of Instruction**

* Conducted in Cantonese supplemented with English.

**Certificate**

Certificate of Completion issued by Hong Kong Montessori Research and Development Association will be awarded to applicants who successfully meet the following requirements:

* satisfactorily complete all course work and observation as required by the program
* over 90% attendance rate

**Use of Personal Data**

The personal data provide in this application form will be used by Infinity Montessori Academy(IMA) and Hong Kong Montessori Research and Development Association(HKMRDA) to process your application and any other legitimate purposes may be required, authorized, or permitted by law. The personal data you provide may be disclosed to other organizations for the purposes mentioned above.

IMA and HKMRDA intends to use your personal data (i.e., your name, contact details, and other relevant information) for promotion of OUR education and training programmes, activities and services, but we will not use your data unless we have received your consent. We will not share your personal information with third parties for their direct marketing purposes.

☐ I AGREE that IMA and HKMRDA may use my personal data for the purpose of promotion of their education and training programmes, activities and services as above.

**Declaration**

I declare that all information provided in this enrolment form and the accompanying documents are, to the best of my knowledge, true, accurate and complete. I have **read** and **accepted** all the terms and conditions of this application form.

Applicant’s Signature: Date: