

# Job Application System

We are a Direct Subsidy Scheme (DSS) school named The HKCCCU Logos Academy. In this era of advanced technology, we intend to enhance the systems within our school, one of which is a Job Application System. We consider a modern and user-friendly system for both applicants and internal staff to be essential. Therefore, we are inviting companies to provide a Job Application System based on our school's requirements.

## Description

### Front-End

The job application system is a web-based system. The front-end provides modern and user-friendly pages for applicants to input their information, such as their personally identifiable information (PII), qualifications, work experience, declaration, etc.

The first page is "Important Notice Regarding Terms, Conditions and Declaration". This section is intended to display important information and instructions for the applicant to read carefully. The applicant must check the "Read and Agree" checkbox before proceeding to the next page.

Data Validation is a must. For qualifications and work experience, applicants can click the "Add" button to add additional fields for entering more information. There are initially 5 input slots provided by default.

The next page will display all the information provided by the applicants for verification purposes. The page will also prompt users to upload all the required documents. Applicants are required to consolidate all the data into a single PDF file and upload it, only PDF is accepted.

Before submitting the application, the applicant must check the checkbox to declare that the submitted information is accurate and free of any false elements. Otherwise, the form cannot be submitted. Captcha is needed also.

The applicant can download the application form after they have submitted the application, and a confirmation email will be automatically sent to the email address they entered in the application form.

### Back-end

The system also offers a convenient web-based back-end. Our staff members can log in using the "Sign in with Google" option. Once logged in, they can search for application forms using criteria such as job type, date range, name, or application number. Once the application form has been read, it will be updated as "read" or "viewed", our staff can change it to unread like a mailbox. In addition, our staff can choose the status of the application form, such as: selected for interview/under review/important applicant/rejected.

It allows our staff to set up which employment application forms are open and update the form status as either open or closed. If a form is closed, applicants will not be able to apply for the position.

When our staff members create a new application form, they can choose the category or type to which the form belongs, such as Teacher/Non-Teacher/Others. Next, our staff can customize the number of questions for application items.

They can add:

- 1) Yes/No
- 2) Yes/No questions and optionally decide whether the applicants need to provide a brief answer when they respond with Yes or No.
- 3) Yes/No/Planning, for the planning option, there is a date picker where past dates cannot be selected.
- 4) Short Answer Question
- 5) Multiple Choice, Single Answer, the answer can be customized.

Staff can apply "Question Group" to different job types while also being able to independently add questions. Both types of question customization can be applied to the same job type.

For teaching and non-teaching staff, the required qualifications information differs. In this regard, staff members are allowed to create default templates that can be automatically applied to the application forms of teaching and non-teaching positions.

In addition, our staff can download the applicant's information as a PDF file for further internal processing. For HOD, they can view the information online instead of downloading it. The Head of Department (HOD) or relevant staff with access to the application form can choose and leave the comment for the candidates suitable for an interview and record this information in the system. Managers can view the opinions of Heads of Departments (HODs) regarding applicants, but HODs can only access their own. The HR department can schedule interview appointments in the system according to the information and send email notifications containing interview details to the applicants. The email includes a response link for the applicants to indicate their availability for the interview. If they are unable to attend, they can provide detailed reasons or make specific requests on the response form.

Additionally, a dashboard is needed to display statistical information, such as the number of applicants on a daily and overall basis, as well as the number of applicants for each open position, also on a daily and overall basis.

An email template function is needed. Our staff can customize the email content and merge the content, such as the applicant's name, automatically by the system. This function can also be used to send bulk emails to applicants to notify them of interview details and important notices. Our staff can select the date/time on the system or prepare an Excel file, upload it, and click "send" to trigger the bulk email sending.

Furthermore, the role-based permission setting will enable administrators/Managers to assign specific privileges and access levels to different user roles within the system. This ensures that each user has appropriate permissions based on their assigned role. The role-based permission setting will enable administrators and managers to assign specific privileges and access levels to different user roles within the system. This ensures that each user has appropriate permissions based on their assigned role.

With role-based permissions, administrators and managers can define and manage access rights, such as viewing, editing, or deleting data. The role-based function allows our managers to set up different roles and assign access to specific application forms. Here are the specific permissions for each role:

- 1) Administrators: They have full permission to configure all settings but cannot access applicant data.
- 2) Managers: They have full permission to access data and settings but cannot access email settings.
- 3) HOD (Head of Department): This role can only access specific application form data assigned by managers.

The system also offers a group creation feature that allows the creation of user groups and application form groups, enabling the assignment of different groups of users to view specific application forms.

Next, the system allows for the creation of local accounts or signing in with Google. When signing in with Google, it is necessary to display the user in the user list to allow administrators and

managers to set the account's role. Additionally, managers are allowed to create accounts, and the created accounts only allow sign-in using the "Sign in with Google" method.

Lastly, a logging function is necessary. All changes/actions made by users/system should be logged to track the modifications/actions. The log will record the changes in the Hong Kong time zone, including the user responsible for the change, the original state, and the new state resulting from the modification. The logging records can be exported to an Excel file, and the staff can choose the specific time range to export. Managers can click a button to delete system logs that have been stored for more than 1 year.

### Security:

- 1) The database must be encrypted.
- 2) Two-factor authentication (2FA) is mandatory when logging into the system using a local account. Email should be used for 2FA.
- 3) Managers can export all data, including the applicants' uploaded documents, this is a readable record, for backup purposes.
- 4) If applicant data is stored in the system for more than 6 months, a highlighted yellow background and red text will be applied to the applicant data.

### Remark:

- 1) Create/insert/update/delete is default function.
- 2) DB and application should be installed to different servers.
- 3) The webpage is compatible and functions well on iPads.

# Features and Functions

## Frontend

### Pre-Requirement

- 1) Application clicks the direct link, or visit our recruitment system and input the job reference number.

### A) Important Notice Regarding Terms, Conditions and Declaration:

- 1) In the middle of this page, there is a scrollable space designed to accommodate the placement of the Terms/Conditions/Declaration/Instruction.
- 2) The content is entered by the staff through the backend and displayed at the mentioned location(s), supporting HTML code.
- 3) The "Read and Agree" checkbox is positioned below this section.
- 4) The next page button will only be enabled once the applicant has read and agreed to the terms.
- 5) Applicable to Teacher/Non-Teacher/Others

### B) Personally Identifiable Information (PII):

This page cannot be accessed directly, including by directly entering the URL. It can only be accessed through the "Important Notice Regarding Terms, Conditions, and Declaration" page. Applicable to Teacher/Non-Teacher/Others.

#### B.1) Personal Particulars:

a)	Job Reference Number	This reference number is defined by manager
b)	Surname	Only English letters are accepted
c)	Given Names	Only English letters are accepted
d)	Name in Chinese	Only Chinese letters are accepted
e)	Date of Birth	A date picker, dates below the age of 18 are not eligible for selection. Format in dd/mm/yyyy
f)	Place of Birth	Drop down list. The data used must be government-recognized.
g)	HKID No	Only need to fill one either For HKID: The initial letter and the number enclosed in parentheses at the end should be entered separately.
h)	Passport Number	Drop down list. Only need to fill in if applicant select input passport number. The data used must be government-recognized.
i)	Place of Issue	Drop down list. Only need to fill in if applicant select input passport number. The data used must be government-recognized.
j)	Nationality	Drop down list. The data used must be government-recognized.
k)	Religion	Drop down list. The data used must be government-recognized.
l)	Residential Address	Please provide two lines of text input fields for the applicant to fill in, along with a dropdown menu for district selection.
m)	Mobile Phone Number	The input should consist of 8 digits and be numeric.
n)	E-mail Address	The input should be in a valid email format. Below this field, there will be a reminder for applicants to input a correct email address as the school will use this email to contact them.
o)	Availability	A date picker, it is not possible to select past dates. Format in dd/mm/yyyy

p)	Current Salary	Only numerical input is permitted, and it will be automatically converted to the Hong Kong currency format.
q)	Salary Expected	Only numerical input is permitted, and it will be automatically converted to the Hong Kong currency format.

### B.2) Important Questions:

The types of questions and topics are determined by the school and will be automatically shown here.

### C) Qualifications:

#### C.1) For teacher:

##### C.1.1) Academic:

a)	Description	Please provide information regarding your academic qualifications. Include any qualifications already obtained or currently being pursued, such as S6/S7, diplomas, bachelor's degrees, master's degrees, and so on.
b)	Input is required for each field. Details on the right.	1) Full name of Issuing authority: Input in Chinese, English, and numbers is permitted. 2) Qualifications: Input in Chinese, English, and numbers is permitted. 3) Issue Date: A date picker, it is not possible to select past dates. Format in dd/mm/yyyy 4) Major Subjects & Level Attained: A text input box. *Default 5 rows **An "Add" button allows applicants to add more rows to input additional information.
c)	Additional Question	The types of questions and topics are determined by the school and will be automatically shown here.

##### C.1.2) Professional Teacher Training:

a)	Description	Please provide details of any teacher training such as PGDE, you have completed for primary or secondary education. If you are currently pursuing any teacher training program(s), you may also input those details in advance.
b)	Details on the right.	1) Full name of Issuing authority: Input in Chinese, English, and numbers is permitted. 2) Qualifications: Input in Chinese, English, and numbers is permitted. 3) Level Attained/To Be Attained: Input in Chinese, English, and numbers is permitted. 4) Status: Drop down list, provide: Completed and To Be Complete 5) Certificate Issue Date / To Be Complete Date: A date picker, format in dd/mm/yyyy *Default 5 rows **An "Add" button allows applicants to add more rows to input additional information.

### C.1.3) Special Education Training:

a)	Description	Please provide details of any teacher training you have completed specifically related to supporting students with special educational needs. If you are currently seeking any special education training program(s), you may also input those details in advance.
b)	Details on the right.	<p>1) Full name of Issuing authority: Input in Chinese, English, and numbers is permitted.</p> <p>2) Qualifications: Input in Chinese, English, and numbers is permitted.</p> <p>3) Level Attained/To Be Attained: Input in Chinese, English, and numbers is permitted.</p> <p>4) Status: Drop down list, provide: Completed and To Be Complete</p> <p>5) Certificate Issue Date / To Be Complete Date: A date picker, format in dd/mm/yyyy</p> <p>*Default 5 rows</p> <p>**An "Add" button allows applicants to add more rows to input additional information.</p>

### C.1.4) Teaching / Working Experience:

a)	Details on the right.	<p>1) Full name of employer: Input in Chinese, English, and numbers is permitted.</p> <p>2) Position: Input in Chinese, English, and numbers is permitted.</p> <p>3) Start Date: A date picker, format in dd/mm/yyyy</p> <p>4) To: A date picker, format in dd/mm/yyyy</p> <p>*Default 5 rows</p> <p>**An "Add" button allows applicants to add more rows to input additional information.</p>
b)	File Upload Required Field	<p>Only one PDF file is allowed to be submitted by the applicant, with a maximum file size limit of 50MB.</p> <p>With an instruction under the upload button: Please consolidate all documents into a single PDF file with a maximum size of 50MB. These documents may include the application letter, CV, reference letter, proof of current salary, etc.</p> <p>At this step, the PDF file has not been uploaded yet. The file will only be uploaded after clicking the submit button on the <a href="#">preview page</a>.</p>

### C.1.5) Referee Information:

a)	Details on the right.	<p>1) Full name of Company: Input in Chinese, English, and numbers is permitted.</p> <p>2) Referee Name: Input in Chinese, English is permitted.</p> <p>3) Position: Input in Chinese, English, and numbers is permitted.</p> <p>4) Contact Number:</p> <p>*Default 2 rows ONLY</p>
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## C.2) For Non-teacher/Others:

### C.2.1) Academic:

Same with [C.1.1\) Academic](#)

### C.2.2) Professional Qualifications:

a)	Description	Please provide information regarding your professional qualifications. Include any qualifications already obtained or currently being pursued.
b)	Details on the right.	1) Full name of Issuing authority: Input in Chinese, English, and numbers is permitted. 2) Qualifications: Input in Chinese, English, and numbers is permitted. 3) Level Attained/To Be Attained: Input in Chinese, English, and numbers is permitted. 4) Status: Drop down list, provide: Completed and To Be Complete 5) Certificate Issue Date / To Be Complete Date: A date picker, format in dd/mm/yyyy *Default 5 rows **An "Add" button allows applicants to add more rows to input additional information.
c)	Additional Question	The types of questions and topics are determined by the school and will be automatically shown here.

### C.2.3) Working Experience:

a)	Details on the right.	1) Full name of employer: Input in Chinese, English, and numbers is permitted. 2) Position: Input in Chinese, English, and numbers is permitted. 3) Start Date: A date picker, format in dd/mm/yyyy 4) To: A date picker, format in dd/mm/yyyy *Default 5 rows **An "Add" button allows applicants to add more rows to input additional information.
b)	File Upload Required Field	Only one PDF file is allowed to be submitted by the applicant, with a maximum file size limit of 50MB. With an instruction under the upload button: Please consolidate all documents into a single PDF file with a maximum size of 50MB. These documents may include the application letter, CV, reference letter, proof of current salary, etc. At this step, the PDF file has not been uploaded yet. The file will only be uploaded after clicking the submit button on the <a href="#">preview page</a> .

### C.2.4) Referee Information:

Same with [C.1.5\) Referee Information](#)



## D) Preview and Submit:

a)	Details on the right	The data filled in by the applicant will be previewed on this page in the format of an application form. The preview includes the files uploaded by the applicant, displayed below the filled-out information. At the bottom of this page, there will be a checkbox indicating that by selecting it, the applicant confirms the accuracy of the provided data and the form. Additionally, a Captcha is required before submitting the form.
b)	Download	After submitting the form, applicants can download a PDF version of the application form.
c)	Confirmation Email	An email confirmation will be sent to the applicant's mailing address provided in the form.

## Backend

### A) Login

a)	Sign in with Google	The system provides sign-in with Google, allowing only pre-authorized staff members to successfully log in. If unauthorized access is attempted, the system will display a denial message and automatically send a notification email to the managers.
b)	Built in Account Sign in	The system provides a built-in account login feature. When using the built-in account login, it is required to use 2FA for authentication. The OTP will be sent to the linked email address in the form of an email. If there are more than 5 failed login attempts, the account will be locked for 10 minutes, and then the login attempt count will be reset. If over 10 times, system will automatically send a notification email to the administrators and managers.

## B) Setup

### B.1) User Account

Require information for creating user:	
1) Email address:	Mandatory, Unique
2) Role	Mandatory, Administrator, Manager, HOD
3) User Group	Optional
4) Display name	Depend on the login method
5) Login method	Mandatory, Sign in with Google/Local Account
6) Status	Mandatory, Active/Suspended
7) Application Access	Mandatory if role is set to HOD, for grant access permission. Can be insert Application group name or job reference number.
Functions:	
Create	<p><b>Support import file and using web-portal:</b></p> <ol style="list-style-type: none"> <li>1) Unique User Emails: User's email cannot be duplicated.</li> <li>2) Login Method: It needs to be specified whether it's a 'Sign in with Google' or a local account. If 'Sign in with Google' is selected, the display name is automatically fetched from Google.</li> <li>3) Support creating users by importing a file. For multiple values in one field such as User Group and Application Access, separate the values with commas.</li> <li>4) Support creating accounts using a web interface. For options that allow multiple selections when creating users, support the multi-select feature.</li> <li>5) Upload Summary by Import File: After the file is uploaded, a summary page is displayed showing which accounts were successfully created or failed. If an account creation fails, the reason for the error will be displayed.</li> <li>6) Users cannot be added to Application Group and Question Group</li> </ol>
Update	<p><b>Support import file and using web-portal:</b></p> <ol style="list-style-type: none"> <li>1) Unique User Emails: A user's email must be unique. User's email and login method cannot be updated.</li> <li>2) Updating Fields by Import File: All other data can be updated. If a field is left blank, no updates will be made for that field. If a field has a value, the existing data in the system will be replaced with this new value. When adding a user to multiple groups, group names can be separated by commas.</li> <li>3) Updating Fields by Web-Portal: All other data can be updated. Users can be added/removed to/from multiple groups by using multi-select function</li> </ol>

	4) Upload Summary by Import File: After the file is uploaded, a summary page is displayed showing which accounts were successfully updated or failed. If an update fails, the reason for the error will be displayed.
Delete	<p>1) Multiple User Deletion: The system allows multiple users to be selected for deletion at once.</p> <p>2) Double Confirmation: Before the action is performed, a double confirmation is required.</p>
Search	1) Support searching/filtering users by using their name, email, role and application group.
Auto Detection	1) Inactive Account Detection: If an account has been deactivated from Google, the system set it as inactive automatically.
<p>* For 'import from file', there must be clear instructions for various actions such as Create and Update.</p> <p>**Export file function is also needed. This file can be import back into the system.</p>	

## B.2) Role

Role name changes are permitted. The add and delete functions are not necessary.  
There are three types of built-in account roles:

a)	Administrator	<ol style="list-style-type: none"><li>1) Limited Access: An account can access all system settings, but it cannot directly access all applicant data.</li><li>2) Data Export: Administrators have the ability to export all data into a file. However, this exported data is encrypted, making it unreadable and secure.</li><li>3) Data Import: The system supports the import of this encrypted data.</li></ol>
b)	Manager	<ol style="list-style-type: none"><li>1) Almost Fully Access: An account can access all system settings but email settings. Allow direct access to applicant data.</li></ol>
c)	HOD	<ol style="list-style-type: none"><li>1) Limited Access: An account can access specific application forms data assigned by managers. This role cannot access system settings.</li></ol>
Functions:		
Filtering		<ol style="list-style-type: none"><li>1) Support filtering by role</li></ol>

### B.3) Group – User Group, Application Group and Question Group

Users, application forms and questions can be assigned to different groups, and specific user groups can be designated to access the group of application forms.	
Require information for creating group:	
Group name:	Mandatory, unique
Description	Optional
Group Type	Mandatory, User Group, Application Form Group, Question Group
Member	Optional
Functions:	
Create	<p><b>Support import file and using web-portal:</b></p> <ol style="list-style-type: none"> <li>1) Unique Group Name: The group name must be unique.</li> <li>2) Support creating Groups by importing a file. For multiple values in one field such as Member, separate them with commas.</li> <li>3) Support creating Groups using a web interface. For options that allow multiple selections when creating a Group, support the multi-select feature.</li> <li>4) Upload Summary by Import File: after the file is uploaded, a summary page is displayed showing which accounts were successfully created or failed. If a group creation fails, the reason for the error will be displayed.</li> </ol>
Update	<p><b>Support import file and using web-portal:</b></p> <ol style="list-style-type: none"> <li>1) Unique Group Name: The group name must be unique.</li> <li>2) Updating Fields by Import File: Only “Optional” field can be updated. If a field is left blank, no updates will be made for that field. If a replaced with this new value. When adding members, members’ information can be separated by commas.</li> <li>3) Updating Fields by Web-Portal: Only “Optional” field can be updated. Members can be added/removed to/from the group by using multi-select function.</li> <li>4) Upload Summary by Import File: After the file is uploaded, a summary page is displayed showing which members were successfully updated or failed. If an update fails, the reason for the error will be displayed.</li> </ol>
Delete	<ol style="list-style-type: none"> <li>1) Multiple Group Deletion: The system allows multiple groups to be selected for deletion at once.</li> <li>2) Double Confirmation: Before the action is performed, a double confirmation is required.</li> </ol>
Search	<ol style="list-style-type: none"> <li>1) Support searching/filtering groups by using the group name and group type</li> </ol>
<p>* In the ‘import from file’ process, there must be clear instructions for various actions such as Create and Update.  **Export file function is also needed. This file can be import into the system.</p>	

## B.4) Question

Managers can predefine some questions and add these questions into question groups. This makes it convenient and quick to add grouped questions into the job application form when creating it. In addition, managers can also add questions individually.	
Require information for creating group:	
1) Question name:	Mandatory, unique
2) Description:	Optional
3) Question:	Mandatory
4) Question Type:	<p>Mandatory</p> <ol style="list-style-type: none"> <li>1) Yes/No</li> <li>2) Yes/No with a brief answer when they respond.</li> <li>3) Yes/No/Planning. When the “Planning” option is selected, a date picker appears. This date picker does not allow the selection of past dates</li> <li>4) Short question</li> <li>5) Multiple Choice, Single Answer:               <p>Answer Customization:</p> <ol style="list-style-type: none"> <li>a. Allow supports customization of the answers and the number of answers.</li> <li>b. Allow supports customization of the answers and up to 6 options, with date picker (format in dd/mm/yyyy) and 3 short answers input box with hint. Questions, options and hints can be customized. The following is the sample.</li> </ol> </li> </ol> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span>Question</span>      <input type="radio"/> OptionA   <input type="radio"/> OptionB      dd/mm/yyyy   <input type="checkbox"/> ENG     CHIN     MATH  <input type="radio"/> OptionC   <input type="radio"/> Option D     </div>
5) Question Group	Optional
Functions:	
Create	<p><b>Support import file and using web-portal:</b></p> <ol style="list-style-type: none"> <li>1) Unique Question Name: The question name must be unique. Only support English letter, - and _</li> <li>2) Support creating Question by importing a file. For multiple values in one field such as Question Group, separate the values with commas.</li> <li>3) Support creating questions using a web interface. For options that allow multiple selections when creating questions, support the multi-select feature.</li> <li>4) Upload Summary by Import File: After the file is uploaded, a summary page is displayed showing which application forms were successfully created or failed. If an application form creation fails, the reason for the error will be displayed.</li> </ol>
Update	<p><b>Support import file and using web-portal:</b></p> <ol style="list-style-type: none"> <li>1) Unique Question Name: The question name must be unique. Only support English letter, - and _</li> </ol>

	<p>2) Updating Fields by Import File: Only question name, description and question group can be updated. If a field is left blank, no updates will be made for that field. If a replaced with this new value. When adding a question to question-groups, question group names can be separated by commas.</p> <p>3) Updating Fields by Web-Portal: Only question name, description and question group can be updated. Question can be added/removed to/from multiple question groups by using multi-select function.</p> <p>4) Upload Summary by Import File: After the file is uploaded, a summary page is displayed showing which questions were successfully updated or failed. If an update fails, the reason for the error will be displayed.</p>
Delete	<p>1) Multiple Question Deletion: The system allows multiple questions to be selected for deletion at once.</p> <p>2) Double Confirmation: Before the action is performed, a double confirmation is required.</p>
Search	<p>1) Support searching/filtering questions by using the question name and questions and question type.</p>
<p>* In the 'import from file' process, there must be clear instructions for various actions such as Create and Update.  **Export file function is also needed. This file can be import into the system.</p>	

## B.5) Application Form

Users and application forms can be assigned to different groups, and specific user groups can be designated to access the group of application forms. Managers can assign HOD to access a specific application form.	
Require information for creating application form:	
1) Job Reference Number:	Mandatory, unique
2) Position Name:	Mandatory
3) Job Type	Mandatory, Teacher/Non-Teacher/Others
4) Description	Optional
5) Status	Mandatory, Active/Expire
6) Application Group	Optional
7) User / User Group	Optional, can add user groups/users
8) Important Questions:	Mandatory, can select question group or questions, apply in “ <a href="#">Important Questions</a> ”. Selecting a question group will apply all questions that belong to it.
9) Qualification Questions:	Mandatory, can select question group or questions, apply in “ <a href="#">Additional Questions</a> ”. Selecting a question group will apply all questions that belong to it.
Functions:	
Create	<p><b>Support import file and using web-portal:</b></p> <ol style="list-style-type: none"> <li>1) Unique Job Reference Number: The Job Reference Number must be unique. Only support English letter, - and _</li> <li>2) Support creating application forms by importing a file. For multiple values in one field, if supported, separate the values with commas.</li> <li>3) Support creating application forms using web interface. For options that allow multiple selections when creating application forms, support the multi-select feature.</li> </ol>
Update	<p><b>Support import file and using web-portal:</b></p> <ol style="list-style-type: none"> <li>1) Unique Job Reference Number: The Job Reference Number must be unique. Only support English letter, - and _</li> <li>2) Updating Fields by Import File: All other data can be updated. If a field is left blank, no updates will be made for that field. If a field has a value, the existing data in the system will be replaced with this new value. When adding a user to multiple groups, group names can be separated by commas.</li> <li>3) Updating Fields by Web-Portal: All other data can be updated. For options that allow multiple selections when creating questions, support the multi-select feature.</li> </ol>
Delete	<ol style="list-style-type: none"> <li>1) Multiple Application Forms Deletion: The system allows multiple Application Forms to be selected for deletion at once.</li> </ol>



	2) Double Confirmation: Before the action is performed, a double confirmation is required.
Search	Support searching/filtering application forms by using the Job Reference Number, Position Name, Job Type and Status.
After Creation	A direct link will be shown, it for applicants to directly access the application form without needing to enter the job reference number.
* In the 'import from file' process, there must be clear instructions for various actions such as Create and Update. **Export file function is also needed. This file can be import into the system.	

### C) Other Important Functions/Features:

#### C.1) Important Notice Regarding Teams, Conditions and Declaration

This feature is located in the management backend, allowing administrators to manage relevant content. The content defined on this page will be displayed when applicants enter the application system, and they must accept and confirm it before proceeding to the next page.	
Require information:	
1) Content	Mandatory, Text, Supports HTML and word styles
Functions/Features:	
Create and Update	Allows adding paragraph text and supports the use of HTML and Word styles.
Submit	The system supports a preview before submission.
Remark	The applicant is required to access this page and accept the terms stated herein before proceeding to the subsequent page. Should the applicant attempt to navigate to the following page via a link or similar methods, the system will either redirect to the initial page or disallow the submission of this form.

#### C.2) Vote for Applicant

Managers and HODS can vote for the applicant, with options to choose from: Offer/Waiting/Reject/Abstain. The summary of the results will be displayed to the right of the application form, and only managers can view these detailed results. HODs can only view their own votes.	
Functions/Features:	
Vote Option	Offer/Waiting/Reject/Abstain
Comment	To let HODs insert comment
Reminder	The manager can send a reminder email to remind the HODs to vote by click a button.

### C.3 View Submitted Application Form

The system provides a page showing all the application forms submitted by the applicant.	
Functions/Features:	
List view	Provide a list view to show all application form
Details view	<p>When you click on the application form in the list view, the applicant's information will be displayed, including any uploaded documents. The information is displayed in an 'application form' style.</p> <p>A chat on WhatsApp button is needed for managers only. When clicked, it should open WhatsApp to facilitate communication between staff and applicants via WhatsApp.</p> <p>Example link:  <a href="https://wa.me/852xxxxxxx?text=message">https://wa.me/852xxxxxxx?text=message</a></p> <p>xxxxxxx is the phone number.  message is a default string and can be set at the back-end system.</p>
Print	Provide a print function that allows the manager to print out the application form. The manager can select multiple application forms for printing by checking the checkbox. The printout style should resemble an application form.
Export to PDF	Provide an export function that allows the manager to export the application form. The manager can select multiple application forms for export by checking the checkbox. The style should resemble an application form.
Status	The application form status can be updated as "Read/Unread/Pending/Reviewing" for their own reference.

### C.4) Arrange Interview

Managers can notify the applicant about the interview details by email based on the voting results by email. The template for the email content is set in the system, and it supports dynamic variables: interview date, interview time, interview location, and remark.	
Functions/Features:	
Web-Interface	Allow the Manager to enter the applicant's interview date, time, location, and remark on the web interface, and send to the applicant by using the email template. Before sending, a double confirmation is needed.
Import File	Allow the Manager to export the application form, and add the interview date, time, location, and remark to the exported file, and then re-import it into the system. The system will recognize the relevant data on the page, and the manager can choose to send it to individual applicants or to selected applicants or to all applicants. Before sending, a double confirmation is needed.

### C.5) Reply from Applicant

When applicants receive the email and review the interview information, they can click on the link in the email to respond. The response page should include the applicant's basic information and interview details, as well as the following response options:	
Functions/Features:	
Reply Option:	<ol style="list-style-type: none"> <li>1) I can attend the interview as scheduled</li> <li>2) I cannot attend the interview, please reschedule</li> <li>3) I cannot attend the interview. I suggest having the interview on [date picker] at [time picker].</li> <li>4) Other: [short answer]</li> </ol>
Result	<p>The applicant's response will be displayed at the bottom of each application in the backend, and categorized by color:</p> <p>Response 1) Green            Response 2) Orange            Response 3) Purple            Response 4) Red</p>
Export	The result can be export.

### C.6) Dashboard

A dashboard to show the summary information. Charts and values	
Overall income Form	Daily, Total
By Different Job Position	Daily, Total

### C.7) Special Access Application Form

Enable the manager to grant access to a special application form for a specific user.	
User	Select special user
Application form	Select target opening job position
Due Date	Set the due date to auto remove the special access

### C.7) Email Template

This feature is located in the management backend, allowing managers to manage email template. All the content and subject of emails sent either at the user's direction or automatically by the system are defined here.	
Require information:	
1) Subject	Mandatory
2) Content	Mandatory, Text, Supports HTML and word styles
Functions/Features:	
Create and Update	Allows adding paragraph text and supports the use of HTML, Word styles and system dynamic variable
Send for Preview	Allows sending to an email input by user for test

### C.8) Dynamic Variable for Email Template

This feature provides some dynamic variables for setting up email templates.	
The following are the mandatory dynamic variables:	
Applicant First Name(ename)	Applicant First Name(cname)
Applicant Last Name(ename)	Applicant Last Name(cname)
Application Number	Application Form Submit Date
Application Form Submit Time	
Interview Date	Interview Time
Interview Location	Interview Remark

## D) System Functions/Features:

### D.1) Email SMTP Record

The system includes an email sending function. It allows administrators to input SMTP information and the application password. It also supports the insertion of multiple SMTPs.	
Require information:	
1) Email Address	Mandatory, Unique
2) Application Password for the Email Account	Mandatory
3) SMTP Server	Mandatory
4) SMTP Port	Mandatory
5) Status	Active/Disable
Functions/Features:	
Create	Support creating Email SMTP records using a web interface
Update	Support updating Email SMTP records using a web interface
Delete	Support deleting Email SMTP records using a web interface

### D.2) Log

The system includes a log function to record all actions or changes made by the system and the user.	
Functions/Features/Remark:	
Access Right:	Only administrators can access the log
Export	Supports exporting the log records and allows the selection of a date range. Format in xls or csv
Filtering	Support for filtering log types, users, and dates.
Delete	Provide a button that when clicked, will delete all log records older than one year, requiring double confirmation.

### D.3) Database

Encryption	Data store into database related to PII must be encrypted and unreadable.
Export Data	<ol style="list-style-type: none"> <li>1) Administrators: Can export all data, for all applicant information should be encrypted values, unreadable. For backup and restore use only.</li> <li>2) Managers: Can export all data, including decrypted applicant information, readable.</li> <li>3) HODs: Cannot export any data. Only can read the information from the web-portal.</li> </ol>
Installation	The application and database should be installed on different server.

#### D.4) Auto System Action

This class is automatically triggered by the system or executed periodically	
Functions/Features:	
Application Form	When an application form has been stored in the system for more than half a year, it will be highlighted in red on a yellow background in the list.
Email	<ol style="list-style-type: none"><li>1) After the applicant submits the form, a confirmation email will be automatically sent to the applicant.</li><li>2) When the applicant responds to the interview arrangement, a confirmation email with their answer will be automatically sent to the applicant.</li><li>3) Every morning at 6 o'clock, an email will be sent to notify managers or HODs if any application forms status is not read or to be vote.</li></ol>
Login Fail	If a user fails to log in more than five times, their account will be locked. Only administrators or managers have the authority to unlock these accounts.

# Sample Image (Based Existing System) and the Modification Brief

[https://apps.logosacademy.edu.hk:8070/frm\\_employ.php](https://apps.logosacademy.edu.hk:8070/frm_employ.php)

**The Hong Kong Chinese Christian Churches Union Logos Academy**  
香港華人基督教聯會真道書院

**Note 1:**

Notes:  
(1) The personal data provided in this form will be used for recruitment and other employment-related purposes to assess the suitability of candidates for the job. It may be provided to other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment e.g. employer reference and integrity checking, etc. as may be necessary. Personal data on an unsuccessful candidate will normally be destroyed 12 months after rejection of the candidate's application.  
(2) You should provide all information as requested and your statements should be clear that you meet the minimum qualifications, training, experience or other requirements specified for the job. You should also provide proofs of your statements.

**Application Form for Employment**  
Job Reference Number:  Title of Job Applied For:   
*Job Application Number must be correct!*

**Note 2:**

Personal Particulars      Qualifications      Working Experience      Declaration

**PERSONAL PARTICULARS**

Surname	<input type="text"/>	Given Names	<input type="text"/>
Name in Chinese	<input type="text"/>	Date of Birth	1 January 1959 Male
Place of Birth	<input type="text"/>	HKID No.	<input type="text"/>
Passport Number	<input type="text"/>	Place of Issue	<input type="text"/>
Nationality	<input type="text"/>	Religion (optional)	<input type="text"/>
Residential Address	Flat <input type="text"/> Floor <input type="text"/> Block <input type="text"/> Village/Estate <input type="text"/>	Building <input type="text"/>	Street and No. <input type="text"/> - Districts - <input type="text"/> HK
Phone	<input type="text"/>	E-mail Address	<input type="text"/>
Registered Teacher No.	<input type="text"/>	Availability	1 January 2024
Current Salary \$	HKD <input type="text"/>	Salary Expected \$	HKD <input type="text"/>

**Note 3:**

Are you a permanent resident of the Hong Kong Special Administrative Region?  Yes  No

Did you pass "Basic Law and National Security Law Test"?  Yes  No

Have you applied the checking code of "Sexual Conviction Record Check"?  Yes Please state:   No

Has your registered teacher or permitted teacher status been cancelled/refused?  Yes Please state:   No

Have you ever been convicted, whether in Hong Kong or elsewhere, of any criminal offence?  Yes Please state:   No

Are you involved in any ongoing criminal proceedings or investigations (including but not limited to arrest or apprehension by the police) to the best of your knowledge?  Yes Please state:   No

Are you being investigated by any school or the EDB over professional misconduct allegations to the best of your knowledge?  Yes Please state:   No

## Note 1:

The content within the yellow area can be customized by staff in the backend management system, and it supports HTML.

## Note 2:

The content within the blue area is default content.

## Note 3:

The content within the red area can be customized by staff in the back-end management system. Staff members can select which question sets and questions apply to this area.



# The Hong Kong Chinese Christian Churches Union Logos Academy

香港華人基督教聯會真道書院

### Notes:

(1) The personal data provided in this form will be used for recruitment and other employment-related purposes to assess the suitability of candidates for the job. It may be provided to other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment e.g. employer reference and integrity checking, etc. as may be necessary. Personal data on an unsuccessful candidate will normally be destroyed 12 months after rejection of the candidate's application.

(2) You should provide all information as requested and your statements should be clear that you meet the minimum qualifications, training, experience or other requirements specified for the job. You should also provide proofs of your statements.

### Application Form for Employment

Job Reference Number:

Title of Job Applied For

Job Application Number must be correct!

Personal Particulars

Qualifications

Working Experience

Declaration

### Note 4:

#### ACADEMIC ATTAINMENT (in chronological order)

Issuing Authority	Qualifications	Issue Date	Major Subjects & Level Attained
		dd----yyyy	
		dd----yyyy	
		dd----yyyy	
		dd----yyyy	
		dd----yyyy	

### Note 5:

HKEAA	<input type="radio"/> HKCEE <input type="radio"/> HKDSE	dd----yyyy	<input type="checkbox"/> ENG	<input type="checkbox"/> CHIN	<input type="checkbox"/> MATH
HKEAA LPAT (ENG)	<input type="radio"/> HKALE <input type="radio"/> N.A.	dd----yyyy	<input type="checkbox"/> ENG	<input type="checkbox"/> CHIN	<input type="checkbox"/> MATH
	<input type="radio"/> Fully Attained/Exemption <input type="radio"/> Attained in all 4 core language skills <input type="radio"/> Not yet attained				

### Note 6:

#### PROFESSIONAL QUALIFICATIONS (e.g. PGDE, Associateship, Certificates, etc.)

Full Name of Issuing Authority	Professional Qualifications	Level Attained/To Be Attained	Issue Date
			dd----yyyy
			dd----yyyy
			dd----yyyy
			dd----yyyy
			dd----yyyy

### Note 4 and Note 6:

The content within the blue area is the default content and will automatically apply relevant questions based on whether the user is a [teacher](#) or [non-teacher](#).

### Note 5:

The content within the red area can be customized by staff in the back-end management system. Staff members can select which question sets and questions apply to this area.





**The Hong Kong Chinese Christian Churches Union Logos Academy**  
 香港華人基督教聯會真道書院

**Notes:**

(1) The personal data provided in this form will be used for recruitment and other employment-related purposes to assess the suitability of candidates for the job. It may be provided to other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment e.g. employer reference and integrity checking, etc. as may be necessary. Personal data on an unsuccessful candidate will normally be destroyed 12 months after rejection of the candidate's application.

(2) You should provide all information as requested and your statements should be clear that you meet the minimum qualifications, training, experience or other requirements specified for the job. You should also provide proofs of your statements.

**Application Form for Employment**

Job Reference Number:

Title of Job Applied For  
  
*Job Application Number must be correct!*

**Note 7:**

Personal Particulars	Qualifications	Working Experience	Declaration
<b>TEACHING / WORKING EXPERIENCE</b>			
Employer	Position Held	Date From	To
<input type="text"/>	<input type="text"/>	dd----yyyy <input type="text"/>	dd----yyyy <input type="text"/>
<input type="text"/>	<input type="text"/>	dd----yyyy <input type="text"/>	dd----yyyy <input type="text"/>
<input type="text"/>	<input type="text"/>	dd----yyyy <input type="text"/>	dd----yyyy <input type="text"/>
<input type="text"/>	<input type="text"/>	dd----yyyy <input type="text"/>	dd----yyyy <input type="text"/>
<input type="text"/>	<input type="text"/>	dd----yyyy <input type="text"/>	dd----yyyy <input type="text"/>
<input type="text"/>	<input type="text"/>	dd----yyyy <input type="text"/>	dd----yyyy <input type="text"/>
<b>REFEREE INFORMATION</b>			
Name	Company	Position	Contact Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Note 7:**  
The content within the blue area is default content.



# The Hong Kong Chinese Christian Churches Union Logos Academy

香港華人基督教聯會真道書院

## Notes:

(1) The personal data provided in this form will be used for recruitment and other employment-related purposes to assess the suitability of candidates for the job. It may be provided to other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment e.g. employer reference and integrity checking, etc. as may be necessary. Personal data on an unsuccessful candidate will normally be destroyed 12 months after rejection of the candidate's application.

(2) You should provide all information as requested and your statements should be clear that you meet the minimum qualifications, training, experience or other requirements specified for the job. You should also provide proofs of your statements.

## Application Form for Employment

Job Reference Number:

Title of Job Applied For

Job Application Number must be correct!

Personal Particulars

Qualifications

Working Experience

Declaration

### DECLARATION

#### Note 8:

I hereby declare that:

\* If I provide false information or withhold material information, I am subject to the dire consequences of criminal prosecution, and I may be dismissed by the school.

\* I consent to the HKCCCU Logos Academy making any necessary enquiries for purposes relating to recruitment by and employment with the HKCCCU Logos Academy and for the verification of the information given above. I authorise all government departments and other organisations or agencies to release any record or information as may be required for these enquiries (including, inter alia, obtaining a reference/performance appraisal report(s) from my current and/or previous employer(s) before offer of appointment; obtaining my medical examination reports, medical board reports or medical records from relevant authorities/agencies/medical personnel and transferring of such data to other authorities/agencies/medical personnel; and making enquiries from relevant government departments/institutions/agencies regarding my academic/language/professional qualifications and obtaining relevant records and transferring of such data to other government departments/authorities/agencies for qualifications assessment);

\* I understand and accept that the information given above will be provided to organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with the Government e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary.

#### eSignature

Please read the above Declaration carefully, then acknowledge that you have read and you agree all these terms by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

#### Do Not E-Sign Until You Have Read The Above Declaration.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing Declaration.

#### Note 9:

Please enter your official name:

Date : 2024/05/25

Preview and Upload

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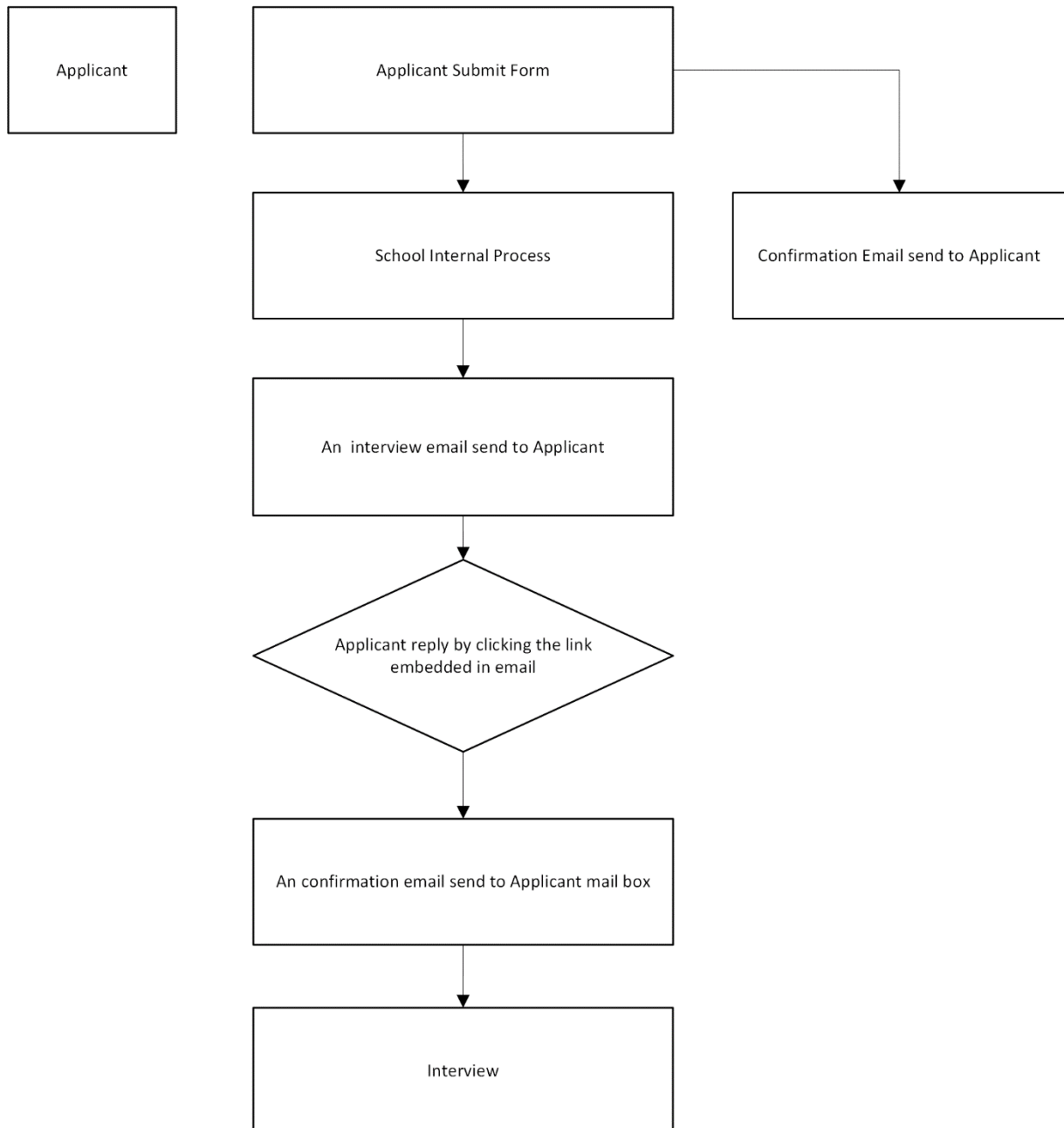
#### Note 8:

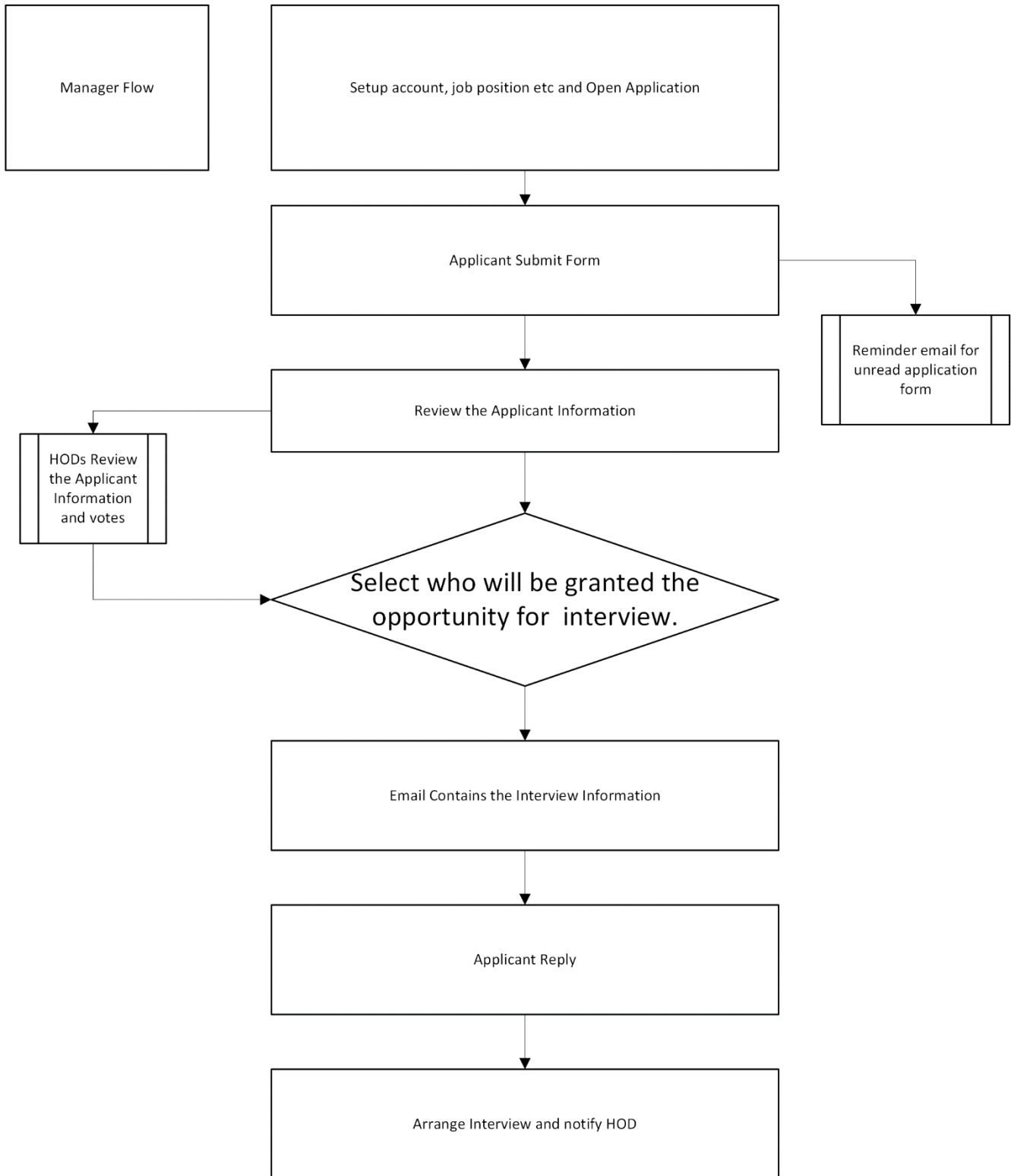
There should be a preview area to display all the information filled out by the applicant and the uploaded PDF.

#### Note 9:

At the bottom of this page, there will be a checkbox indicating that by selecting it, the applicant confirms the accuracy of the provided data and the form. Additionally, a Captcha is required before submitting the form.

## Workflow





HOD Flow

Applicant Submit Form



Review and Select who will be granted the opportunity for interview



Interview

## User Training

Training must be provided during the first User Acceptance Testing (UAT) session

## Extra Function

Five flexible handling functions, including addition and modification.

## Report Progress

Regular updates on the progress of development or bug fixes should be provided to our school.

## Compensate

If the awarded company fails to complete this project, they will be required to compensate our school for the difference in costs and additional expenses incurred in order to complete the project.

## Payment

30% deposit when place the order

30% when 1st UAT accepted

40% when complete the system

\*Upon receipt of the invoice, payment will be made within two months.