



香港按揭證券有限公司
The Hong Kong Mortgage Corporation Limited

EMPLOYMENT APPLICATION FORM

Position:

Please ensure that all information provided to the HKMC is accurate, complete and updated. Data provided which is inaccurate or incomplete may influence the process and outcome of the recruitment. Please read the HKMC Personal Information Collection Statement for Job Applicants before completing the application form.

Section A – Personal Particulars

Name _____ (English) _____ (English)
(as shown on your HKID Card / Passport) (Other Name, if any)

_____ (Chinese)

HKID Card No. _____ E-mail Address _____

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

Address _____

Contact No. _____ (Residence) _____ (Mobile) _____ (Office)

Section B – Academic and Professional Qualifications

ACADEMIC QUALIFICATIONS (IN CHRONOLOGICAL ORDER)

Secondary School, College, University Attended / Attending	Highest Class / Grade Level Attained	Period (mm / yyyy)	
		From	To

PROFESSIONAL QUALIFICATIONS (IN CHRONOLOGICAL ORDER)

Qualification Held	Awarding Institute	Date Obtained (mm / yyyy)

Section C – Work Experience and Remuneration (IN CHRONOLOGICAL ORDER)

Name of Employer	Period (mm / yyyy)		Starting Position	Current / Last Position	Basic Salary	Other Allowances	Bonus (p.a.)	Reason for Leaving
	From	To						

EXPECTED SALARY & AVAILABILITY FOR EMPLOYMENT

Expected Salary _____ Date Available _____

Section D – Language Proficiency and Computer Skills

Language Proficiency	Please indicate your proficiency level	Written Advanced / Moderate / Basic / Nil	Spoken Fluent / Moderate / Basic / Nil
	English		
	Chinese – Cantonese Chinese – Putonghua		
	Others, please specify:		
Computer Skills	Systems: <input type="checkbox"/> Windows	<input type="checkbox"/> DOS	<input type="checkbox"/> UNIX
	Applications: <input type="checkbox"/> MS Word	<input type="checkbox"/> MS Excel	<input type="checkbox"/> MS PowerPoint
	<input type="checkbox"/> MS Access	<input type="checkbox"/> MS FrontPage	<input type="checkbox"/> Oracle
	Others, please specify: _____		

Section E – Employment Reference

Name	Title and Company	Relationship	Contact No.

Section F – Declaration

Do you have any family member / relative who is currently working for The Hong Kong Mortgage Corporation Limited?

☐ NO

☐ YES (Name and Department: _____)

I hereby declare that I **have / have not been*** convicted of a criminal offence in a court of law. I fully understand that if I wilfully give any false information or withhold any material information, I shall render myself liable to dismissal if I am appointed to the service of The Hong Kong Mortgage Corporation Limited. I also authorise background investigation of all information and statements contained in this application if I am considered for employment, and I hereby give my consent to The Hong Kong Mortgage Corporation Limited or its delegate to contact the referees listed above to release information regarding my employment and conduct for the consideration of this employment application.

*Please delete as appropriate.

SIGNATURE _____ **DATE** _____