



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

EXECUTIVE TRAINEE PROGRAMME
EMPLOYMENT APPLICATION FORM

The information provided will be used for recruitment purpose by The Hong Kong Mortgage Corporation Limited only. It may be disclosed to other internal department/agencies authorised to process the information for purposes relating to appointment, e.g. qualification assessment. Information of unsuccessful candidates will be destroyed after the recruitment exercise, when they are no longer required. For correction or access to the personal data after submission of this application, please contact our Administration & Human Resources Department.

Section A – Personal Particulars

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

Place of Birth _____ (Chinese)
HKID Card No. _____

Nationality _____ E-mail Address _____

Address _____

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

Section B – Academic Background (IN CHRONOLOGICAL ORDER)

1. TERTIARY EDUCATION

Name of University/College			
Study Mode	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Distance Learning
Name of Programme			
Major(s)			
Period (mm/yyyy)	From		To
Overall Result (e.g. GPA, CGA)	(Obtained / Expected)		

Name of University/College			
Study Mode	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Distance Learning
Name of Programme			
Major(s)			
Period (mm/yyyy)	From		To
Overall Result (e.g. GPA, CGA)	(Obtained / Expected)		

2. SECONDARY EDUCATION

Name of School/College			
Period (mm/yyyy)	From	To	Highest Level Attained

Name of School/College			
Period (mm/yyyy)	From	To	Highest Level Attained

3. PUBLIC EXAMINATION RESULTS *(Please specify all subjects)*

Hong Kong Advanced Level Examination (HKALE) or equivalent

Subject	Grade / Score	Year
Use of English		
Chinese Language and Culture		

Hong Kong Certificate of Education Examination (HKCEE) or equivalent

Subject	Grade / Score	Year
English Language		
Chinese Language		
Mathematics		

4. OVERSEAS EXCHANGE PROGRAMME

Name of University/College		
Country & City	(Country)	(City)
Period (mm/yyyy)	From	To

Name of University/College		
Country & City	(Country)	(City)
Period (mm/yyyy)	From	To

Section C – Working Experience (including internship) (IN CHRONOLOGICAL ORDER)

Name of Employer			
Employment Mode	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Business Nature
Position			
Period (mm/yyyy)	From	To	
Job Duties			
Last Basic Salary		Other Allowances	
Reason for Leaving			

Name of Employer			
Employment Mode	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Business Nature
Position			
Period (mm/yyyy)	From	To	
Job Duties			
Last Basic Salary		Other Allowances	
Reason for Leaving			

Name of Employer			
Employment Mode	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Business Nature
Position			
Period (mm/yyyy)	From	To	
Job Duties			
Last Basic Salary		Other Allowances	
Reason for Leaving			

< Please attach supplementary sheet(s) if additional space is required >

Section D – Professional Qualifications, Language and Skills

1. PROFESSIONAL QUALIFICATIONS

Qualification Obtained	Awarding Institution	Date Obtained (mm/yyyy)

2. LANGUAGE PROFICIENCY

Language	Written*	Spoken*	Public Proficiency Examination Result (if applicable)
English			
Chinese – Cantonese			
Chinese – Putonghua			
Other, please specify:			
Other, please specify:			

* 4 = Excellent, 3 = Good, 2 = Average, 1 = Basic

3. COMPUTER SKILLS

System	<input type="checkbox"/> Windows	<input type="checkbox"/> DOS	<input type="checkbox"/> UNIX	<input type="checkbox"/> Others: _____
Database	<input type="checkbox"/> Oracle	<input type="checkbox"/> Sybase	<input type="checkbox"/> MS SQL Server	<input type="checkbox"/> Others: _____
Programming Language	<input type="checkbox"/> C++ <input type="checkbox"/> Perl	<input type="checkbox"/> Java <input type="checkbox"/> PL/SQL	<input type="checkbox"/> C# / C#.NET <input type="checkbox"/> VBA	<input type="checkbox"/> Oracle Developer <input type="checkbox"/> Others: _____
Application	<input type="checkbox"/> MS Word <input type="checkbox"/> MS Access	<input type="checkbox"/> MS Excel <input type="checkbox"/> Others: _____	<input type="checkbox"/> MS PowerPoint	<input type="checkbox"/> MS FrontPage
Others	<input type="checkbox"/> Chinese Word Processing <input type="checkbox"/> Web Page Design	<input type="checkbox"/> Bloomberg	<input type="checkbox"/> Reuters	<input type="checkbox"/> Others: _____

Section E – Awards & Scholarships

Award / Scholarship Obtained	Awarding Institution	Date Obtained (mm/yyyy)

Section F – Extra Curricular Activities (including Community Services)

Association / Organisation / Society	Position Held	Period (mm/yyyy)	
		From	To

Section G – References

Please provide details of **two** referees:

Name of Referee	Name of Employer / Organisation / University	Title	Relationship	Contact No.

Section H – More About You

1. **Why are you interested in the Executive Trainee Programme of the HKMC?** (max. 250 words)

2. What are your career aspirations in the next 3 years? (max. 250 words)

Section I – Expected Salary & Availability for Employment

Expected Salary : _____

Date Available : _____

Section J – 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: _____