



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

EMPLOYMENT APPLICATION FORM

Position Applied: _____

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 (as shown on your HKID card / Passport) _____ Chinese _____

Place of Birth _____ HKID Card No. / Passport No. _____

Nationality _____

Address _____

Telephone No. - Residence _____ Office No. / Mobile No. / Pager No. _____

Section B

ACADEMIC QUALIFICATIONS (PLEASE START WITH THE MOST RECENT QUALIFICATION ATTAINED)

School, College, University Attended / Attending	Class / Grade Level (e.g. Master Degree, Bachelor Degree, HKAL and HKCEE)	Period (month / year)	
		From	To

PROFESSIONAL QUALIFICATIONS

Qualification Held	Awarding Institute	Date Obtained (Month/year)

EMPLOYMENT HISTORY (PLEASE START WITH THE MOST RECENT EMPLOYMENT)

Name of Company	Period (Month/year)		Starting Position	Last Position	Last Basic Salary	Other Allowances	Bonus (p.a.)	Reason for Leaving
	From	To						

Expected Salary: _____

Date Available: _____

SKILLS

Language	Written	<input type="checkbox"/> English	<input type="checkbox"/> Chinese
	Spoken	<input type="checkbox"/> English	<input type="checkbox"/> Cantonese <input type="checkbox"/> Putonghua
	Others:	_____	
Computer	Systems	<input type="checkbox"/> Windows	<input type="checkbox"/> DOS <input type="checkbox"/> UNIX
	Programs	<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Microsoft PowerPoint
		<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> Microsoft FrontPage <input type="checkbox"/> Oracle
	Others:	_____	
Others	<input type="checkbox"/> Typing (English)	_____ w.p.m.	<input type="checkbox"/> (Chinese) _____ w.p.m.
	<input type="checkbox"/> Shorthand	_____ w.p.m.	<input type="checkbox"/> Others: _____

Section C – Employment Reference

Please provide two employment referees:

Name	Title and Company	Work Relationship	Contact No.

Section D – 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.

SIGNATURE: _____

DATE: _____