



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

EMPLOYMENT APPLICATION FORM

Position:

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 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	Spoken
		Advanced / Moderate / Basic / Nil	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** _____