



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 any of The Hong Kong Mortgage Corporation Limited (HKMC) and its subsidiaries and subsidiary undertakings (collectively, HKMC Group) 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 Group 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	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"/> UNIX	
	Applications:	<input type="checkbox"/> MS Word	<input type="checkbox"/> MS Excel	<input type="checkbox"/> Lotus Notes
		<input type="checkbox"/> MS Access	<input type="checkbox"/> MS PowerPoint	<input type="checkbox"/> Adobe Acrobat
	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 any company within the HKMC Group?

- NO
 YES (Name and Department: _____)

I hereby declare that I **have / have not*** been convicted of a criminal offence in a court of law, in Hong Kong or elsewhere. I declare that I **have / have not*** filed a bankruptcy petition or been the subject of an involuntary bankruptcy petition. I further declare that I **have / have not*** had a bankruptcy order made on me currently or in the past. I further confirm that I **have / have not*** been subject to any disciplinary or enforcement action taken or imposed by any authorities, professional bodies or regulatory organisations, whether in Hong Kong or elsewhere. I fully understand that the provision of my information or the above declarations are essential to the HKMC Group for employment-related background checking and if I willfully give any false information or withhold any material information, I shall be subject to dismissal if I am appointed to the service of any member of the HKMC Group. I also authorize background investigation and verification of all information, declarations and statements contained in this application and which I may provide during any job interview(s) if I am considered for appointment (including but not limited to, internet searches and other personal information available in the public domain), and I hereby give my consent to the relevant member of the HKMC Group 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** _____