

香港按證保險有限公司
HKMC Insurance Limited

EMPLOYMENT APPLICATION FORM

Position:	Department:
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Please ensure that all information provided to HKMCI Insurance Limited (HKMCI) is true, accurate, complete and up-to-date. Data provided which is untrue, inaccurate, incomplete or outdated may influence the process and outcome of the recruitment. Please read the HKMC Group Personal Information Collection Statement for Job Applicants (Section H below) before completing the employment 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)

Section B – Academic and Professional Qualifications

ACADEMIC QUALIFICATIONS (PLEASE START WITH THE LATEST)

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

PROFESSIONAL QUALIFICATIONS (PLEASE START WITH THE LATEST)

Qualification Held	Awarding Institute	Date Obtained (mm / yy)

Section C – Work Experience and Remuneration (PLEASE START WITH THE LATEST)

Name of Employer	Period (mm / yy)		Starting Position	Current / Last Position	Remuneration (in HKD)		Leaving Reason
	From	To			Basic Salary	Bonus (p.a.)	

EXPECTED SALARY & AVAILABILITY FOR EMPLOYMENT

Expected Basic Salary: _____ Date Available: _____

Section D – Language Proficiency and Computer Skills

Language Proficiency	Please indicate your proficiency level		Written (Advanced/Moderate/Fair)	Spoken (Advanced/Moderate/Fair)
	English			
	Chinese (Cantonese)			
	Chinese (Putonghua)			
	Others:			
Computer Skills	Systems:			
	Applications:			
	Others, please specify:			

Section E – Employment Reference

Name	Company and Title	Relationship	Email Address	Contact No.

Section F – Other Information

How did you learn about this job opportunity?

Please specify: _____

Section G – Declarations, Authorisations and Consents (PLEASE SELECT AS APPROPRIATE)

- (i) Do you have any family member / relative currently working for any company within The Hong Kong Mortgage Corporation Limited and its subsidiaries and subsidiary undertakings (collectively, HKMC Group)?
☐ NO
☐ YES (Name and Department: _____)
- (ii) Have you ever been convicted of any criminal offence in a court of law in Hong Kong or elsewhere? ☐ No / ☐ Yes
- (iii) Are you the subject of any unresolved criminal charges in Hong Kong or elsewhere? ☐ No / ☐ Yes
- (iv) Have you filed a bankruptcy petition or been the subject of a bankruptcy petition? ☐ No / ☐ Yes
- (v) Have you been subject to a bankruptcy order in the past? ☐ No / ☐ Yes
- (vi) Has any application by you for a licence, approval or registration been rejected by any authority, professional body or regulator, whether in Hong Kong or elsewhere, been rejected? ☐ No / ☐ Yes
- (vii) Have you been subject to any disciplinary actions or sanctions taken or imposed by any authority, professional body or regulator, whether in Hong Kong or elsewhere, within the last 5 years? ☐ No / ☐ Yes
- (viii) Do you consent to your information being provided to another member of the HKMC Group for consideration for other employment opportunities presently or within the retention period referred to in paragraph 3 of Section H below? ☐ No / ☐ Yes

I understand that the provision of my information whether by my submission or at any interview or the above declarations are essential to the relevant member of the HKMC Group for employment-related background checking and if I 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 authorise the relevant member of the HKMC Group to conduct background screening and verification of all information, declarations and statements provided by me if I am considered for appointment (including but not limited to, internet searches and other personal information available in the public domain). 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. I also consent to the release of such information by the referees.

Section H - HKMC Group Personal Information Collection Statement for Job Applicants (the “Recruitment PICS”)

Statement relating to the Personal Data (Privacy) Ordinance (“PDPO”)

The Hong Kong Mortgage Corporation Limited and its subsidiaries and subsidiary undertakings (collectively, “**HKMC Group**”) would like to inform you of the following:

1. It is our policy to comply with the requirements of the PDPO. This Statement informs you of the purpose for which your personal data (“**Data**”) collected by the HKMC Group in connection with your application for employment will be used following collection, to whom it will be transferred and who is to handle data access/correction requests.

It is voluntary for you to provide the Data requested by us. However, failure to receive the Data from you may result in the HKMC Group being unable to process your application and consequently, may result in your application being rejected.

2. PURPOSES FOR COLLECTING PERSONAL DATA

The Data collected from you will be used by the HKMC Group to (i) assess your suitability (including verification, background and reference checks, clearance and vetting with any relevant regulator, law enforcement agency and professional body, and pre-employment screening against publicly available or government-issued sanctions lists and media sources) for the vacancy for which you have applied or any potential current or future recruitment by any HKMC Group member (subject to your consent above), and (ii) if you are selected for appointment, to determine the preliminary remuneration and benefits package to be offered to you, and other directly related matters in the recruitment process. You must ensure that all information provided to the HKMC Group is true, accurate, complete and up-to-date. Data provided which is untrue, inaccurate, incomplete or outdated may influence the process and outcome of the recruitment.

The Data collected will be treated in strict confidence, and will only be made available to the persons involved in and/or relevant to the recruitment process including designated staff members of the Administration and Human Resources Department, relevant hiring department head or his/her delegate(s), relevant management staff and relevant regulators, law enforcement agencies and authorities. Any staff designated to handle the Data will be instructed to perform his tasks in accordance with this Recruitment PICS. In addition, the HKMC Group may also transfer the Data to other entities which are involved in the recruitment, screening and vetting process (including recruitment agencies, referees and information technology and other third-party service providers providing relevant administrative, software, internet cloud storage, database or support services to the HKMC Group) whether within or outside of Hong Kong.

3. RETENTION OF PERSONAL DATA

If your application is rejected, your Data will be retained for no longer than two years. Data of successful applicant(s) will be handled in accordance with the applicable HKMC Group policy/statement.

4. ACCESS AND CORRECTION OF PERSONAL DATA

Under the PDPO, you have the right to request access to, and to request correction of, the Data in relation to your application. Any enquiry about and request for the correction of or access to your Data should be addressed in writing to, and will be handled by, our Data Protection Officer at the following address:

The Data Protection Officer
Level 65, International Commerce Centre, 1 Austin Road West, Kowloon, Hong Kong

We reserve the right to charge a fee which is not excessive for the processing of any such access request.

5. PRIVACY POLICY STATEMENT

For more information on how the HKMC Group collects, uses and processes personal data, please see our Privacy Policy Statement available on our website www.hkmc.com.hk (or www.hkmca.hk for applicants to HKMC Annuity Limited).

I confirm that I have read and understood the HKMC Group Personal Information Collection Statement for Job Applicants.

SIGNATURE _____

DATE _____