



## EMPLOYMENT APPLICATION FORM

**Position:** \_\_\_\_\_

*Please ensure that all information provided to HKMC Annuity Limited is accurate, complete and updated. Data provided which is inaccurate or incomplete may influence the process and outcome of the recruitment exercise. 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 Advanced / Moderate / Basic / Nil	Spoken Fluent / Moderate / Basic / Nil
	English		
Chinese – Cantonese			
Chinese – Putonghua			
Others, please specify:			
<b>Computer Skills</b>	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"/> Adobe Acrobat		
	<input type="checkbox"/> MS Access <input type="checkbox"/> MS PowerPoint <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 any company within the HKMC Group (i.e. The Hong Kong Mortgage Corporation Limited and its subsidiaries and subsidiary undertakings)?

- 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** \_\_\_\_\_