

## EMPLOYMENT APPLICATION FORM

<b>Position:</b>	<b>Department:</b>
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*Please ensure that all information provided to HKMC Annuity Limited 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 Data provided which is untrue, inaccurate, incomplete or outdated may influence the process and outcome of the recruitment.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 HKMCA Personal Information Collection Statement for Recruitment of Prospective Staff Members and Licensed Individual Insurance Agents (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:		
<b>Computer Skills</b>	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 who is currently working for any member of the HKMC Group (i.e. The Hong Kong Mortgage Corporation Limited and its subsidiaries and subsidiary undertakings)?  
☐ 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? ☐ 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 - HKMCA Personal Information Collection Statement for Recruitment of Prospective Staff Members and Licensed Individual Insurance Agents (the “Recruitment PICS”)**

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

HKMC Annuity Limited (“**HKMCA**”, “**we**”, “**our**” or “**us**”) would like to inform applicants seeking (a) employment as our staff member or (b) appointment as our licensed individual insurance agent (as defined under the Insurance Ordinance) to carry on regulated activities in long term insurance business (collectively, “**Applicant**”, “**you**” or “**your**”) of the following:

It is our policy to comply with the requirements of the PDPO. This Recruitment PICS informs you of the purposes for which your personal data (“**Data**”) collected by the HKMCA in connection with your application for employment with or appointment by us as specified above (where applicable) (collectively, “**Application**”) will be used following collection, to whom the Data may be transferred or disclosed, how long we will keep the Data, and how to request access and correction of the Data held by us.

It is voluntary for you to provide the Data requested by us. However, failure to provide the Data may result in the HKMCA being unable to process your Application and consequently, may result in your Application being rejected.

### **1. PURPOSES FOR COLLECTING PERSONAL DATA**

The Data collected from you may be used by the HKMCA for the following purposes:

- (i) assessing your suitability as well as fitness and properness (where applicable) in relation to your Application, which may include the following:
  - (1) conducting verification, reference and background checks, including (where appropriate but not limited to) checking on your licensing and disciplinary records and financial status (e.g. any outstanding debts owed by or bankruptcy order against you);
  - (2) clearance and vetting with relevant regulators, enforcement agencies and authorities on matters such as complaints, investigations, disciplinary cases, enforcement actions, legal proceedings, etc.;
  - (3) pre-employment/pre-appointment screening against publicly available or government-issued sanctions lists and media sources;
- (ii) if you are selected, determining the preliminary remuneration and benefits package to be offered to you;
- (iii) statistical or research purposes undertaken by us or any other members of the HKMC Group<sup>1</sup>;
- (iv) meeting disclosure obligations and other requirements imposed by or for the purposes of any laws, rules, regulations, codes of practice or guidelines (applicable in or outside Hong Kong) binding on the HKMCA or any other member of the HKMC Group, including making disclosure to any legal, regulatory, governmental, tax, law

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<sup>1</sup> **HKMC Group** means The Hong Kong Mortgage Corporation Limited, its subsidiaries (including the HKMCA) and subsidiary undertakings.

enforcement or other authorities (including for compliance with sanctions laws and prevention or detection of money laundering, terrorist financing or other unlawful activities) or to any self-regulatory or industry bodies such as federations or associations of insurers; and

- (v) purposes directly relating to any of the above.

## 2. HANDLING / TRANSFER OF PERSONAL DATA

The Data collected will be treated and kept in strict confidence, and will only be made available internally to the persons involved in and/or relevant to the recruitment (including selection and/or appointment) process including designated staff members of the Administration and Human Resources Department, relevant hiring department head or his/her delegate(s) and relevant management staff of the HKMCA. Any staff designated to handle the Data will be instructed to perform his/her tasks in accordance with this Recruitment PICS.

In addition, the HKMCA may, subject to the provisions of any applicable law and/or your consent (where applicable), disclose or transfer the Data to the following parties (whether within or outside Hong Kong) for the purposes set out in paragraph 1 above:

- (i) other members of the HKMC Group;
- (ii) recruitment agencies, referees and third-party service providers providing relevant administrative or support services (such as pre-employment/pre-appointment screening and credit reference checks) to the HKMCA;
- (iii) where applicable, any responding insurer<sup>2</sup> or recruiting insurer<sup>3</sup> pursuant to the reference checking scheme for insurance intermediaries launched by The Hong Kong Federation of Insurers;
- (iv) relevant educational institutions and examination bodies (for the purpose of verifying academic/professional qualifications);
- (v) relevant regulators, enforcement agencies and authorities;
- (vi) other parties necessarily involved in the recruitment and reference checking process; and
- (vii) any other person with your consent [including any previous or potential future employer or appointing principal (authorized insurer, licensed insurance agency and/or licensed insurance broker company (as the case may be))].

You must ensure that all information and documents provided to the HKMCA in connection with your Application are **accurate, complete and up-to-date**. Data provided which is inaccurate or incomplete may influence the recruitment process and outcome of the Application.

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<sup>2</sup> “responding insurer” means an authorized insurer carrying on long term business under the Insurance Ordinance (“**long term insurer**”) which previously appointed (or currently appoints) the Applicant as an individual insurance agent and which is expected to provide a reference in relation to the Applicant to the HKMCA under the reference checking scheme as described above.

<sup>3</sup> “recruiting insurer” means a long term insurer which is considering to appoint the Applicant and to which the HKMCA is expected to provide a reference in relation to the Applicant under the same reference checking scheme.

### 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 HKMCA and HKMC Group policy/statement.

### 4. ACCESS AND CORRECTION OF PERSONAL DATA

Under the PDPO, you have the right to request access to, and/or 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  
19/F, Two Harbour Square  
180 Wai Yip Street, Kwun Tong  
Kowloon, Hong Kong

We reserve the right to charge a reasonable fee for the processing of any such access request.

### 5. PRIVACY POLICY STATEMENT

For more information on how the HKMCA and the HKMC Group collect, use and process personal data, please see the Privacy Policy Statement available on the respective corporate websites: [www.hkmca.hk](http://www.hkmca.hk) and [www.hkmc.com.hk](http://www.hkmc.com.hk).

HKMCA reserves the right, at any time effective upon notice to you, to add to, change, update or modify this Recruitment PICS.

### 6. DECLARATION BY APPLICANT

I consent to the HKMCA using, handling or transferring any of my Data I have provided or will provide to the HKMCA in connection with my Application, for the purposes and in the manner described in this Recruitment PICS.

I also confirm that I have read, understood and agree to the terms of this Recruitment PICS.

Full name of Applicant in English and Chinese [as shown on HKID Card]	(Signature of Applicant)	Date (DD/MM/YYYY)