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**The Hong Kong Association of Banks – Application Form for Employment**

**Personal Information Collection Statement pertaining to Recruitment**

1. The information provided by you in this form and at any interviews will be used by the Hong Kong Association of Banks (HKAB) to assess your suitability to assume the job duties of the position for which you have applied for and to determine remuneration and benefits package to be discussed subject to selection for the position. Your application will not be considered if you fail to provide sufficient and clear information to HKAB to assess whether you have the minimum qualifications, training, experience or other requirements specified for the job.
2. The personal data you provide may be disclosed to other organisations or agencies authorised to process the information for purposes relating to appointment e.g. employer reference and integrity checking.
3. It is our policy to retain the personal data of unsuccessful applicants for future recruitment purpose for a maximum of six months. If you do not wish them to be used for subsequent recruitment exercises, please notify the recruitment manager by e-mail (hr@hkab.org.hk)
4. Please e-mail the completed form to the recruitment manager ([hr@hkab.org.hk](mailto:hr@hkab.org.hk)).
5. You are required to notify the recruitment manager if there are any subsequent changes to the information provided after submission of the application form. You will not be required to do so if you are not contacted by HKAB within three months from the date of submission of your application.

|  |  |
| --- | --- |
| **POSITION APPLIED FOR** |  |

**Section 1 Personal Particulars**

Name

(English and Chinese) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Correspondence Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2 Educational and Professional Qualifications**

Highest Education Level Attained\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g. Bachelor Degree, Associate Degree, Diploma, Secondary 6)

(Starting with the most recent, if applicable.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Awarding Institute  (Please specify Place of Institute if it is based outside Hong Kong) | Qualifications Held  (e.g. Certificate, Diploma, University Degree) (Please specify Major & Minor, if appropriate] | Result Attained / Expected  (e.g. First Honour) | GPA | Year & Month  Obtained (MM/YYYY) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**Section 3 Employment Records**

(Please provide a full employment record, starting with the most recent employment.)

|  |  |
| --- | --- |
| Name of Employer |  |
| Role |  |
| Date of Employment |  |
| Main Duties |  |
| Name of Employer |  |
| Role |  |
| Date of Employment |  |
| Main Duties |  |
| Name of Employer |  |
| Role |  |
| Date of Employment |  |
| Main Duties |  |
| Name of Employer |  |
| Role |  |
| Date of Employment |  |
| Main Duties |  |

Current / Last Remuneration

Monthly Basic Salary x Months HK$ X Months

Annual Bonus (if any)HK$

Others (Please specify the nature of such remuneration)HK$

**Section 4 Skills**

(Please indicate your proficiency level of any of the following skills that are relevant to this job application.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Language Skills | \*Proficiency | | | | | |
| Spoken | | | Written | | |
| Excellent | Good | Fair | Excellent | Good | Fair |
| Chinese |  |  |  |  |  |  |
| Chinese (Putonghua) |  |  |  |  |  |  |
| Chinese (Cantonese) |  |  |  |  |  |  |
| English |  |  |  |  |  |  |
| Others, please specify |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Please put a "√" where appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| Computer Skills | \*Proficiency | | |
| Excellent | Good | Fair |
| Microsoft Word |  |  |  |
| Microsoft Excel |  |  |  |
| Microsoft PowerPoint |  |  |  |
| Lotus Notes |  |  |  |
| Others, please specify |  |  |  |
|  |  |  |  |

\*Please put a "√" where appropriate.

**Section 5 Remuneration and Other Information**

Expected Annual Remuneration HK$

Availability  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Other Relevant Information

**Section 6 Declaration**

I understand that if I wilfully give any false information in this application form or withhold any material information, it may render me liable to disqualification for employment by HKAB or to dismissal, if already employed by HKAB.

I consent to HKAB making any necessary enquiries for purposes relating to recruitment by and employment with HKAB and for the verification of the information given above.

I understand and accept that the information given above may be provided to other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with HKAB, e.g. employer reference and integrity checking, etc. as may be necessary.

DATE SIGNATURE