

HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

**CONFIDENTIAL
PLEASE COMPLETE
AND RETURN TO HR
SECTION DIRECTLY**

EMPLOYMENT APPLICATION FORM

Position Applied for _____ Expected Salary: _____

PERSONAL DATA

Name _____ HKID No. _____
in English in Chinese

Date of Birth _____ (optional) Sex _____ (optional) Nationality _____ (optional)

Address _____

Tel No. _____ (Home) _____ (Mobile) E-mail Address _____

EDUCATIONAL ATTAINMENTS (In chronological order)

Name of School/College/University	Years Attended		Qualification Attained
	From	To	

Other Qualifications/skills _____

WORKING EXPERIENCE (In chronological order)

Name of Employer	Working Period		Position	Last Monthly Basic Salary	Other Remuneration (Please Specify)	Reason for Leaving
	From	To				

Name of Employer	Working Period		Position	Last Monthly Basic Salary	Other Remuneration (Please Specify)	Reason for Leaving
	From	To				

OTHER INFORMATION

Introducer _____ Relationship _____ Occupation _____
 Name of Company _____ Telephone No. _____

Are you related to any HKICPA's staff Yes / No (If yes, please supply information)
 Name: _____ Relationship: _____ Department: _____

- Yes No Are you over 18 years old?
- Yes No Are you a permanent resident of Hong Kong?
- Yes No Do you have a valid work visa in Hong Kong?
(For non-permanent resident of Hong Kong only)
- Yes No Have you ever been convicted of a crime?

Date Available: _____

DECLARATION

- I hereby give consent to Hong Kong Institute of Certified Public Accountants, all in accordance with applicable law, to obtain references(s) from my previous/present employers and referees if I am recommended for appointment.
- I understand that if I willfully give any false information or withhold any relevant material information, I shall render myself liable to disqualification from further consideration or dismissal from employment.

Signature _____

Date _____

Hong Kong Institute of Certified Public Accountants
Personal Information Collection Statement pertaining to Recruitment

The personal data collected [in this application form] will be used by the Hong Kong Institute of Certified Public Accountants to assess your suitability to assume the job duties of the position for which you have applied and to determine preliminary remuneration package to be discussed with you subject to selection for the position.

We may retain the personal data of unsuccessful applicants for future recruitment purposes for a period of up to two years.

You have the right to request access to or correction of your personal data in accordance with the provisions of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data held by the Institute. The Institute has the right to charge a reasonable fee for the processing of any data access request. Any such request should be addressed in writing to:

Head of Human Resources
Hong Kong Institute of Certified Public Accountants
37/F., Wu Chung House,
213 Queen's Road East,
Wanchai,
Hong Kong