EMPLOYMENT APPLICATION FORM

Position Applied for _____ Department: _____

PERSONAL PARTICULARS

Title***** Mr. / Miss / Mrs. / Ms. (*please select the appropriate)

Name _____ (English*****) _____ (English) _____(Chinese*****)
***** as shown on your HKID Card / Passport (Other Name, if any)

Contact Telephone No. _____ (Mobile) E-mail Address: _____

EDUCATION ATTAINMENTS

(in chronological order)

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

PROFESSIONAL QUALIFICATIONS

(in chronological order)

Name of Professional Institution	Class of Membership	Date Obtained (mm/yyyy)

WORK EXPERIENCE

(in chronological order)

Name of Employer	Period (mm/yyyy)		Current / Last Position	Monthly Basic Salary	Other Allowances	Bonus (p.a.)	Reason for Leaving
	From	To					

Name of Employer	Period (mm/yyyy)		Current / Last Position	Monthly Basic Salary	Other Allowances	Bonus (p.a.)	Reason for Leaving
	From	To					

(please add paper if required)

Expected Salary _____ Notice Period Required _____ Earliest Availability _____

OTHER INFORMATION

Introducer _____ Relationship _____ Telephone No._____

Name of Company _____ Position _____

Are you related to any HKICPA's employees? Yes***** / No* (if yes, please provide the details)

Name: _____ Department _____ Position_____

Relationship: _____

□ 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?

DECLARATION

I understand that if I willfully give any false information or withhold any material information, my application will not be further processed or I shall render myself liable to dismissal if I am appointed to the service of the Hong Kong Institute of Certified Public Accountants

I understand and accept that the information given above will be provided to organizations authorized to process the information for appointment (e.g. qualifications and reference checks).

I have read and understood the Personal Information Collection Statement pertaining to Recruitment and agree to abide by it.

Signature _____ Date _____

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

The personal data collected in the application form will be used for recruitment and other employment-related purposes by the Hong Kong Institute of Certified Public Accountants (the Institute).

Providing personal data for recruitment purposes is voluntary. However, if you fail to provide sufficient information, the Institute may be unable to process your application, which could result in your application not being considered.

The personal data collected will be used to assess your suitability for existing or future vacancies, determine the compensation and benefit package offered, and support other matters in the recruitment process. For successful applicants, personal data collected during the recruitment process will become part of their personnel records and be used for employment purposes.

You must ensure that all information provided is accurate, complete and up to date, and promptly notify the Institute of any changes after submission of the application. Inaccurate and/or incomplete information may affect the process and its outcome.

All data collected will be treated in strict confidence and made available to the individuals involved in the recruitment process, including designated Human Resources staff, the relevant hiring department head or their delegates.

It is the Institute's policy to retain personal data of unsuccessful applicants for 2 years from the date of submission for future reference. When relevant vacancies arise during this period, Human Resources Department may transfer your application to respective parties for consideration. Thereafter, your application and all related documents will be disposed of.

Under the Personal Data (Privacy) Ordinance, you have the right to access to and request correction of your personal data in relation to your application. The Institute reserves the right to charge a reasonable fee for processing your data access request. If you wish to exercise this right, please submit your request 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

Note:

Please refer to the Institute's privacy policy and personal information collection statement on its website for more details.