

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

The provision of personal data by means of this application form is voluntary. However, insufficient information provided by you may result in the Institute being unable to process your application and consequently, may result in your application not being considered.

The data collected from you will be used by the Institute to assess your suitability for existing or future vacancies within the Institute, to determine the compensation and benefit package to be offered to you, and other matters in the recruitment process. You must ensure that all information provided to the Institute is accurate, complete and up-to-date. Data provided which is inaccurate or incomplete may affect the process and outcome of the recruitment.

The data collected will be treated in strict confidence, and will only be made available to the persons involved in and/or relevant to the selection process including designated staff members of Human Resources Department, relevant hiring department head or his/her delegates. If your application for the current vacancy is unsuccessful, you agree that the Institute may continue to keep your application up to two years for reference in case of other suitable job openings available during the said period. Thereafter, your application and personal information collected or held by the Institute will be destroyed.

Under the Personal Data (Privacy) Ordinance, you have the right to request access to, and to request correction of, your personal data held by the Institute and the Institute shall have the right to charge a reasonable fee for processing of such requests. If you wish to exercise any of these rights, please direct 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

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