



CONFIDENTIAL

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Please read the following notes before completing this form.

1. If you have **any relatives, family members, close personal friends or other connections** currently working / serving as a committee member in the Federation or in the past 12 months, please provide their names in full and relationship with you:

"Relatives and family members" include but not limited to (a) spouse, (b) parents/parents-in-law, (c) brothers/sisters and brothers/sisters-in-law, and (d) children and their spouse.

Post applied for: _____

Surname: _____ Given name(s) (in full): _____

Name in Chinese: _____ Salutation: Mr/Mrs/Miss/Ms H.K.I.D. Card no.: _____

Address for correspondence: _____

Telephone: Home _____ Office _____ Mobile _____

E-mail address: _____

Present monthly salary: _____ Expected monthly salary: _____

Availability: _____

How do you learn of this vacancy? _____

Please provide one person (except relatives) who is suitable to act as your reference for your application:

Name: _____

Position: _____ Company: _____

Address: _____

Contact Telephone No.: _____

Do you agree the Federation to retain your application for a maximum period of 6 months for vacancy in future if your application is not successful? ☐ Yes ☐ No

I declare that the information I have given in this application is correct and complete to the best of my knowledge and belief. I understand that misrepresentation is a just cause for rejection of this application or summary dismissal.

Date: _____ Signature: _____

EDUCATION (in chronological order):

Period (month/year)		Name of School	Program Attended
From	To		

ACADEMIC ATTAINMENT (in chronological order):

Name of Institution / Examination Authority	Date Issued (month/year)	Qualification Attained

WORKING EXPERIENCE (in chronological order):

Period (month/year)		Company/Organization	Position (if part-time, state PT)	Starting Salary	Ending Salary	Reason for Leaving
From	To					

SKILLS

Typing speed: English _____ Chinese _____

Other relevant skills: _____