



CONFIDENTIAL

The information provided will be used for appointment to the Federation and upon appointment, for other appropriate purposes within the Federation. It might also be disclosed to internal division authorised to process the information for appointment, e.g. for divisional review, announcement of new appointments. Under the Personal Data (Privacy) Ordinance, applicants have rights to request access to and/or correction of their personal data held by the Federation. Requests should be made to the Finance, Administration & HR Division, the Federation of Hong Kong Industries (email: hr@fhki.org.hk). The Federation is an equal opportunity employer and adopts a policy of equal employment opportunities for persons with a disability.

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: _____