

Personal Information Collection Statement (For Recruitment)

1. The personal data provided by the Applicant will be used by the The Hong Kong Institute of Bankers (the Institute) to assess the Applicant's suitability for assuming the applied position; and to determine the remuneration and benefits package for the Applicant, if applicable.
2. Applicant's personal data held by the Institute will be kept strictly confidential and only disclosed to the authorized persons within the Institute for processing the application.
3. The completion of all mandatory items on the employment application form is obligatory for the further processing of the application.
4. Under the Personal Data (Privacy) Ordinance, Applicant (data subject) may make a request to access to, and to request correction of, own personal data. Such request should be addressed to:

Human Resources Department
The Hong Kong Institute of Bankers
3/F Guangdong Investment Tower
148 Connaught Road Central, Hong Kong.

5. Under the Personal Data (Privacy) Ordinance, the Institute has the right to charge a reasonable fee for processing Applicant's data access request.
6. Applicant not being contacted by the Institute within 8 weeks from the application closing date may assume that his/her application is unsuccessful. All personal data will be kept for a period of 12 months from the application closing date and will be destroyed afterwards.
7. Applicant who has attended an interview/a test may consider his/her application unsuccessful if he/she is not further contacted by the Institute within 8 weeks after the attendance of the interview/test. The application and test paper (if any) will be kept for 12 months from the date of last interview/test attended and then destroyed afterwards.
8. If the application for employment is successful, Applicant's personal data provided will be transferred to employee's personal file and be further used by the Institute for employment or residual employment related purpose as appropriate.

個人資料收集聲明 (招聘用途)

1. 本申請表所收集的個人資料，香港銀行學會 (下稱學會) 將用以評核申請人是否適合擔任所申請的職位，以及釐定申請人的薪酬及福利(如適用)。
2. 申請人所提交的個人資料會被保密處理，而有關之個人資料只會披露予學會的授權人員，以處理有關之職位申請。
3. 職位申請表上列出的個人資料申報要求為甄選過程中必須提交的項目。
4. 根據個人資料 (私隱) 條例，申請人 (資料當事人) 可要求查閱或更正已提交的個人資料。有關查閱或更正個人資料事宜，請聯絡：

香港銀行學會
香港上環干諾道中 148 號
粵海投資大廈 3 樓
人力資源部

5. 根據個人資料 (私隱) 條例，學會有權就申請人查閱資料的要求收取合理的費用。
6. 如申請人在截止申請日期以後 8 個星期仍未收到學會的通知，其申請則可視作未獲甄選。所有未獲甄選的申請人的個人資料，將於該職位的截止申請日期起被保留 12 個月，然後銷毀。
7. 如申請人獲邀出席面試/測試後 8 個星期仍未收到學會的通知，其申請可視作落選。所有落選的申請人的個人資料及試卷 (如適用) 將於最後出席面試/測試的日期起被保留 12 個月，然後銷毀。
8. 如有關職位申請成功，申請人所提交的個人資料會被轉載至個人檔案，並應用於處理有關在職之僱傭事宜及/或處理僱員離職後的任何與僱傭有關的事宜(如適用)。



香港銀行學會

The Hong Kong Institute of Bankers

Employment Application Form

職位申請表

| | | | |
|--|------------------------|--|---|
| Position Applied 申請職位 | | | |
| Personal Data 個人資料 | | | |
| Name in English 英文姓名 (Printed on HKID 與香港身份證相同) | | Surname 姓氏 | Other names 名字 |
| Name in Chinese 中文姓名 | | Date of Birth 出生日期 | |
| H.K.I.D. Card No. / Passport No. 身份證號碼 / 護照號碼 | | Are you a permanent resident of HKSAR? 你是否香港永久性居民? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否, nationality 國籍_____ | |
| Residential Address 住址 | | | |
| Telephone No. 聯絡電話 | Residence 住宅 | Mobile Phone 流動電話 | E-mail Address 電郵地址 |
| Education 教育程度 (in descending order 由近期至早期填寫) | | | |
| School, College, University, etc. Attended / Attending 曾經/現就讀學校,學院,大學等 | Period 時期 | | Qualification obtained / to be obtained 已獲取/將獲取的學歷 |
| | From (mm/yy) 由(月/年) | To (mm/yy) 至(月/年) | |
| | | | |

| Public Examination Results 公開考試成績 | | | | |
|--|---|--|-----------------------|----------------------------|
| Public Examination 公開考試 | | Results 成績 | | Date 日期 |
| Hong Kong Examinations 香港考試 | | | | |
| HKAL 高級程度會考 Subjects 科目: - Use of English 英文運用 - Chinese Language & Culture 中國語文及文化 - Mathematics 數學 - Others 其他 | | No. of credits 考獲優/良數目: _____ No. of passes 考獲合格數目: _____ Grade 等級: _____ Grade 等級: _____ Grade 等級: _____ Grade 等級: _____ | | |
| HKCEE 中學會考 Subjects 科目: - English Language 英國語文 - Chinese Language 中國語文 - Mathematics 數學 - Others 其他 | | No. of credits 考獲優/良數目: _____ No. of passes 考獲合格數目: _____ Grade 等級: _____ Grade 等級: _____ Grade 等級: _____ Grade 等級: _____ | | |
| HKDSE 香港中學文憑 Subjects 科目: - English Language 英國語文 - Chinese Language 中國語文 - Mathematics 數學 - Others 其他 | | No. of credits 考獲優/良數目: _____ Grade 等級: _____ Grade 等級: _____ Grade 等級: _____ Grade 等級: _____ | | |
| Overseas Examinations 海外考試: | | | | |
| Professional Qualifications 專業資格 | | | | |
| Professional Qualification Attained 已獲取之專業資格 | | Name of Institution 專業學會名稱 | | Date of Attainment 獲取日期 |
| | | | | |
| | | | | |
| Employment Record 就業詳情 (in descending order 由近期至早期填寫) | | | | |
| Name of Organisation 任職機構 | Last Position Held 職位 (Please attach your resume 請 附履歷) | Period 時期 | | Reason of Leaving 離職原因 |
| | | From (mm/yy) 由 (月/年) | To (mm/yy) 至 (月/年) | |
| | | | | |
| | | Total Yr(s) of Employment 總年資 ____ Yr(s) 年 ____ Mth(s) 月 | | |
| | | | | |
| | | Total Yr(s) of Employment 總年資 ____ Yr(s) 年 ____ Mth(s) 月 | | |

| | | | |
|--|--|---|--|
| | | | |
| | | Total Yr(s) of Employment 總年資 ___Yr(s) 年 ___ Mth(s) 月 | |
| | | | |
| | | Total Yr(s) of Employment 總年資 ___Yr(s) 年 ___ Mth(s) 月 | |
| | | | |
| | | Total Yr(s) of Employment 總年資 ___Yr(s) 年 ___ Mth(s) 月 | |
| | | | |
| | | Total Yr(s) of Employment 總年資 ___Yr(s) 年 ___ Mth(s) 月 | |
| Total working experience 總工作經驗 _____ years 年 | Relevant working experience 相關工作經驗 _____ years 年 | Banking working experience 銀行工作經驗 _____ years 年 | |

Please give some examples of your major achievements in your present or previous employment and give us any further information which may be helpful in considering your application.
請列舉現職或前職的工作成就及提供任何有助本學會考慮求職申請的資料。

Language Proficiency 語言能力

| | Fluent 流利 | Good 良好 | Fair 尚可 | No Knowledge 不懂 |
|-----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <u>English 英文</u> | | | | |
| Written 書寫 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Spoken 會話 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Chinese 中文</u> | | | | |
| Written 書寫 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cantonese 廣東話 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Putonghua 普通話 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Others(please specify) 其他(請列明) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other Information 其他資料

Please state any other relevant skills that will support your application 請詳列與此應徵職位有關之其他專長

Present Remuneration & Benefits 現職薪酬及福利(Please tick as appropriate 請在適當選項旁加上✓ 號)

Fixed Income 固定收入*

Current/ last drawn basic salary (per month) x No. of months per year
現時/最後支取之底薪(每月) x 每年獲發薪月數

HK\$ _____ 港元 x _____ months 月

Guaranteed Allowance (per month)

固定津貼(每月)

Type 類別: _____ HK\$ _____ 港元
_____ HK\$ _____ 港元

Guaranteed Bonus (e.g. Year-end bonus)

固定獎金(例如: 年終雙糧)HK\$ _____ 港元

Fringe Benefits 福利*

- Annual Leave 有薪年假 _____ days 日
- MPF 強積金
Employer contribution 僱主供款比率 _____ %
- ORSO 職業退休計劃
Employer contribution 僱主供款比率 _____ %
- Medical Scheme 醫療計劃
- Dental Scheme 牙科計劃
- Life Insurance 人壽保險

Others 其他(please specify 請列明)

Variable Pay 浮動收入*

Discretionary Bonus 非固定獎金

Type 類別:HK\$ _____ 港元
_____ HK\$ _____ 港元

Commissions 佣金 HK\$ _____ 港元

Others 其他* (e.g. Gratuity 例如: 約滿酬金)

Please specify 請列明

_____ HK\$ _____ 港元
_____ HK\$ _____ 港元

* provide evidence/ proof upon employment
入職時提供證明

Expected Salary

期望薪酬

Date Available

履新日期

General Information 一般資料

Have you applied for any position with the Institute before? 你是否曾向本學會申請過任何職位?

Yes 是. Please specify 請列明

Position Applied 曾申請之職位 _____ Application Date 申請日期 _____

No 否

Do you have any relative or friend working in the Institute? 你有沒有親屬或朋友於本學會任職?

Yes 有(Please fill in the following 請填寫下欄)

| Name 姓名 | Position 職位 | Relationship 關係 |
|---------|-------------|-----------------|
| | | |
| | | |

No 沒有

From where did you learn of the vacancy 請列出獲悉職位空缺的途徑
(Please tick as appropriate 請在適當選項旁加上✓號)

Advertisement 廣告(Please specify 請列明)

Referred 被介紹 (Please specify 請列明介紹人姓名)

The Hong Kong Institute of Bankers website 香港銀行學會網頁

Others 其他 (Please specify 請列明)

Have you ever been found guilty of any offence in a court of law, whether or not in Hong Kong? 你曾否經香港或其他地方法庭裁定有罪?

Yes 有

No 沒有

If yes, please give details. 如經裁定有罪，請列詳情。

Referees 諮詢人

Please provide information of three referees from your present/previous employers.
請提供三位現任/前任僱主作為諮詢人。

| | | | |
|------------------------------|--|--|--|
| Name 姓名 | | | |
| Position 職位 | | | |
| Name of Organization 任職機構 | | | |
| Contact 聯絡方法 | | | |

DECLARATION 聲明

I hereby declare and confirm that all information in respect of me provided in this application form is true, accurate and complete to the best of my information, knowledge and belief. I understand that if I willfully give any false information or withhold any material information in this application form, or fail to notify the Institute any subsequent change of information provided, it will render me liable to disqualification for employment by the Institute or termination of employment, if already employed by the Institute.

本人聲明及確認，本申請表所提供的一切資料就本人所知所信均屬真實、準確及完全。本人明白倘若故意在填寫本申請書時虛報資料或隱瞞重要事實，或未有就已更改之個人資料向香港銀行學會作出更新，可令本人喪失獲香港銀行學會錄用的資格；即使已獲香港銀行學會聘用，亦可被終止僱傭合約。

Applicant's Signature 申請人簽署

Date 日期