

# Application Form for Employment with the Hong Kong Economic and Trade Office, London

## PRIVATE AND CONFIDENTIAL

Return this form to: Hong Kong Economic and Trade Office  
18 Bedford Square  
London  
WC1B 3JA

POSITION APPLIED FOR

PERSONAL PARTICULARS (Please complete in BLOCK LETTERS)

Surname

Forename(s)

Title

Date of birth

Place of birth

Are there any restrictions on you taking up employment in the UK?

Yes

No

Please state your immigration status in the UK if you are not a EU/EEA/CH citizen

Address

Address Line 1

Address Line 2

Town

County

Post Code

Country

Contact telephone number(s) [Home / Mobile]

Home

Mobile

Email address

EDUCATION HISTORY / ACADEMIC ATTAINMENT (Please attach copies of documentary proof)

Schools

Date (From - To)

Qualifications gained

EDUCATION HISTORY / ACADEMIC ATTAINMENT (Cont'd)

Colleges/Universities

Date (From - To)

Qualifications gained

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Other Training

Date (From - To)

Qualifications gained

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EMPLOYMENT HISTORY (Please complete in full and use a separate sheet if necessary)

Date (From - To)

Name & address of employer

Job title

Full/Part time

Reason for leaving

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Notice required in current post

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Final salary from the most recent post

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Salary expected for the post applied for

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OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position.

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## GENERAL COMMENTS

Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post.

## CRIMINAL RECORD

Have you ever been found guilty of an offence in a court of law?  Yes  No

If yes, please state details of any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances, employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure and Barring Service/Disclosure Scotland.

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I consent to the Hong Kong Economic and Trade Office making any necessary enquiries for purposes relating to recruitment and employment for the verification of the information given above. I authorise all government departments and other organisations or agencies to release any record or information as may be required for these enquiries (including, inter alia, obtaining a reference from my current and/or previous employer(s) before offer of appointment and transferring of such data to other authorities/agencies/medical personnel; and making enquiries from relevant institutions/agencies regarding my academic qualifications and obtaining relevant records and transferring of such data to other authorities/agencies for qualifications assessment).
3. I understand and accept that the information given above will be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with the Hong Kong Economic and Trade Office, e.g., qualifications assessment, medical examination, employer reference and integrity checking as may be necessary. I understand and accept that if this information is not provided, it may be difficult for the Hong Kong Economic and Trade Office to properly and fully evaluate my application. If the information that is shared with the Hong Kong Economic and Trade Office is used for any other purposes in addition to what is contained in this Privacy Notice, the Hong Kong Economic and Trade Office will notify me of such processing and I will be entitled to object to any further processing.
4. I understand that my personal data provided will be used strictly for the purposes they collected and in accordance with applicable personal data regulations. If I have any questions relating to my personal information I may contact the Hong Kong Economic and Trade Office's Data Protection Officer via email on [dpo@hketolondon.gov.hk](mailto:dpo@hketolondon.gov.hk).
5. To enable my application to be progressed, I understand that my information will be sent to the Commerce and Economic Development Bureau in Hong Kong for this purpose. By signing and submitting this information, I confirm my consent to this transfer and use of my information. I understand that I may withdraw my consent at any time by notifying the Data Protection Officer identified above in paragraph (4).
6. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service/ Disclosure Scotland for a standard/basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.

Date

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Signed By

Completed application form should be sent together with a covering letter, CV and copies of academic qualification certificates and transcripts, and record/references of previous employment to the Hong Kong Economic and Trade Office.