



Post applied for	Department / Office	Date of availability	Photograph (within 3 months)

I. PERSONAL PARTICULARS

Name in English (Surname first): Titles: *Dr. / Mr. / Mrs. / Ms. / Miss	Nationality:
Name in Chinese:	*Hong Kong Identity Card / Passport No.:
Correspondence Address:	Residential. Tel.:
	Mobile Phone No.:
Date of Birth:	Skype ID:
Marital Status:	Email Address:
Languages & Dialects Written : _____ Spoken : _____	

* Please delete as inappropriate

II. EDUCATION AND ACADEMIC QUALIFICATIONS / VOCATIONAL / PRACTICAL TRAINING

Dates (MM/YY)		Schools, Colleges, Universities, etc. Attended	Classes Attended	Cert. / Dip. / Degree / Masters	Abbreviation e.g., BA, MA	Date Awarded
From	To					

III. PROFESSIONAL QUALIFICATIONS

Membership obtained from professional association or public examination

Association/Professional Institution	Professional Title	Title Abb. e.g. FHKSA, MIHRM	Means of <u>Attaining</u> X: By Examination E: By Election S: By Subscription	Date Conferred

IV. ADDITIONAL INFORMATION

(For example, other relevant computer knowledge, special skills, social/cultural activities, etc.)

* Please delete as inappropriate

V. WORK EXPERIENCE

(the latest experience first & indicate if it is a part-time position)

Dates (D/M/Y)		Organization/Employer	Position Held	Nature of Work/Duties
From	To			

VI. DETAILS OF PRESENT/LAST EMPLOYMENT

*Present / Last Basic Monthly Salary :	
Other Allowances/Bonus and Benefits :	<input type="checkbox"/> Medical <input type="checkbox"/> Housing <input type="checkbox"/> Gratuity _____ %
<input type="checkbox"/> Superannuation/Provident Fund :	_____ % <input type="checkbox"/> Bonus : _____ % of salary <input type="checkbox"/> Others _____
Expected Salary :	
Next Incremental Month :	
Notice Period Required for Resignation :	

* Please delete as inappropriate

VII. REFERENCES

A. Name and address of your present employer (if presently self-employed or unemployed, give those of your last employer):

MOUNT KELLY INTERNATIONAL LIMITED would not approach your present employer initially without your permission. However, reference **WILL BE SOUGHT** once it has been decided that, subject to this reference, the appointment will be offered to you. Please state whether or not we may seek this reference **NOW**: *Yes / No

B. Name and address of one referee (preferably your former supervisor / teacher) who can comment on your academic/professional suitability for the post.

Name _____ Position _____

Organization _____

Address _____

E-mail _____ Tel. _____

VIII. DECLARATION

I declare that the information given above is correct and complete to the best of my knowledge and belief, and I understand that any wilful mis-statement will render myself liable to immediate dismissal, if engaged. I hereby give my consent to MOUNT KELLY INTERNATIONAL LIMITED to contact my personal referees as provided in Section VII above to comment on my suitability for the post applied for.

I understand that my application together with all materials I provided may be destroyed after the recruitment exercise when no longer required. **I *wish / do not wish to have this application passed to other departments of the Company for consideration of similar positions.**

Date _____ Signature _____

* Please delete as inappropriate