

JOB APPLICATION FORM

職位申請表

申請人姓名 Name of Applicant	 相片 PHOTO
申請職位 Position Applied For	
申請日期 Application Date	

個人資料收集聲明

目的

閣下於本申請表內所提供的個人資料只作為進行申請美國信安金融集團或其附屬公司（“本集團”）的職位空缺用途。申請人如未能提供所需資料，本集團未必能夠處理閣下之求職申請。如獲聘用，其個人資料將作為日後處理有關僱傭方面的事宜。

處理個人資料

閣下在申請表內所提供的資料將被保密。該資料可能由本集團內任何公司（無論是否在香港境內）或經本集團授權的任何內部或外部服務供應商（無論是否在香港境內）持有及使用，以就有關閣下的申請及僱傭（例如資格評估、雇主推薦和品格審查等（如有需要者））對該資料進行處理。本集團亦會考慮閣下是否適合本集團的其他職位空缺。所有未獲錄用的申請人資料將於十二個月內從紀錄中刪除。

查閱及更改個人資料

根據《個人資料(私隱)條例》，閣下有權要求查閱及更改申請表上所填報的個人資料。有關行使該項權利須書面向人力資源部主管申請。

PERSONAL DATA COLLECTION STATEMENT

Purpose

The personal data you provide to us in this application will be used to process your application for a position with Principal Financial Group or its affiliates (“the Group”). If you fail to supply data requested by this form (the “Form”), the Group may not be able to process your application. Should you be offered an employment eventually, your personal data collected in the Form will be used for employment-related purpose.

Handling of Personal Data

Information provided by you in the Form will be kept strictly confidential. It may be held and used by any company within the Group (whether within / outside Hong Kong) or any internal or external service providers (whether within / outside Hong Kong) authorised to process the information for purposes relating to your application and employment e.g. qualifications assessment, employer reference and integrity checking, etc. as may be necessary. Your application may be considered for other suitable positions in the Group. All information of unsuccessful candidates will be destroyed within 12 months.

Access and Correction of Personal Data

Under the Personal Data (Privacy) Ordinance, you have the right to request access and correction of your personal data in relation to your application. Request for such access can be made in writing to our Head of Human Resources.

個人資料 PERSONAL PARTICULARS	
英文姓名 Name in English	
中文姓名 Name in Chinese	香港身份証/ 護照號碼 HKID/ Passport No.
出生日期 Date of Birth	國籍 Nationality
住址 Residential Address	
聯絡號碼 Contact No.	
電郵地址 Email Address	
<p>你是否香港特別行政區永久居民？ Are you a permanent resident of the Hong Kong Special Administrative Region? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否</p> <p>如否，你是否持有香港特別行政區發出之工作簽證？ If "No", do you hold an employment visa issued by the Hong Kong Special Administrative Region? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否</p>	
<p>離職通知期 Notice Period Required: _____</p> <p>可到職日期 Date Available: _____</p> <p>要求待遇 Expected Salary : _____</p>	

專業資格 PROFESSIONAL QUALIFICATIONS	
專業學會名稱 Name of Professional Association	獲取之專業資格 Qualification / Membership Awarded

所持有有效的牌照 LICENSE(S)		
發牌機構名稱 Name of Licensing Organization (e.g. MPFA / SFC / IA / HKMA)	種類 Type	註冊日期 (月 / 年) Registration Date (mm/yy)

工作經驗 EMPLOYMENT HISTORY (請按年份由最近之紀錄開始 In Chronological order)						
公司名稱 Name of Company					職位 Position	
任職日期 (月 / 年) Date Employed (mm/yy)	由 From		至 To			
離職原因 Reason of Leaving						
最後薪金 Last Base Salary	最後花紅 Last Bonus		最後佣金 Last Commission		年終酬金 13 th Month (是 Yes / 否 No)*	

*Please delete which is not applicable. 請刪去不適用的.

公司名稱 Name of Company					職位 Position	
任職日期 (月 / 年) Date Employed (mm/yy)	由 From		至 To			
離職原因 Reason of Leaving						
最後薪金 Last Base Salary	最後花紅 Last Bonus		最後佣金 Last Commission		年終酬金 13 th Month (是 Yes / 否 No)*	

*Please delete which is not applicable. 請刪去不適用的.

公司名稱 Name of Company					職位 Position	
任職日期 (月 / 年) Date Employed (mm/yy)	由 From		至 To			
離職原因 Reason of Leaving						
最後薪金 Last Base Salary	最後花紅 Last Bonus		最後佣金 Last Commission		年終酬金 13 th Month (是 Yes / 否 No)*	

*Please delete which is not applicable. 請刪去不適用的.

技能 TALENT & SKILLS						
電腦 Computer						
語言 Language	會話 Spoken			書寫 Written		
	流利 Fluent	良好 Good	普通 Fair	優良 Excellent	良好 Good	普通 Fair
英文 English						
普通話(中文) Mandarin (Chinese)						
其他，請註明 Others, please specify _____ _____						

其他資料 OTHER INFORMATION

1. 申請人曾否在本集團任職或向本集團求職?

Have you taken any position in our Group or have you ever made any application to our Group?

☐ 是, 請註明 Yes, please specify: _____

☐ 否 No

2. 申請人是否有親屬/ 朋友在本集團工作?

Do you have any relative / friend working in our Group?

☐ 是, 請註明 Yes, please specify: _____

☐ 否 No

3. 申請人從那種途徑得知以上空缺? 請註明。

How did you first learn of the post for which you are applying? Please specify.

☐ 集團網頁

Corporate website _____

☐ 員工介紹

Staff Referral _____

☐ 求職廣告

Advertisement

☐ 招聘顧問公司

Recruitment Agency _____

☐ 畢業院校

Graduate Institute _____

☐ 其他

Others _____

4. 為了符合美國海外反腐敗法, 請問:

您是否政府官員之配偶, 同住家庭伴侶, 父母, 繼父母, 子女, 繼子女, 兄弟姐妹, 岳父母, 兒子, 女婿, 姑嫂, 媳婦, 孫子或祖父母?

* “政府官員”是指政府任何部門或機構的任何官員或僱員, 或代表政府以官方身份行事的任何人。For

the purpose in compliant of the “Foreign Corrupt Policies Act (FCPA)” in USA, please declare:

Are you the spouse, domestic partner, parent, stepparent, children, stepchild, sibling, mother or father-in-law, son or daughter-in-law, brother or sister-in-law, grandchild or grandparent of a government official*?

*A “government official” is any officer or employee of a government or any department or agency of the government, or any person acting in an official capacity on behalf of a government.

☐ 是, 請註明 Yes, please specify the relationship and the position:

☐ 否 No

申請人聲明 APPLICANT'S DECLARATION

申請人目前/ 過往曾否因任何刑事罪行或下列之不當行為而被判罪或受紀律處分?

Have you ever been arrested or convicted of crime or disciplined for misconduct?

☐ 是, 請註明 Yes, please specify:

☐ 否 No

☐ 欺詐、盜竊或不忠實之行為?

Guilty of fraud, larceny or dishonesty?

☐ 牽涉於法律行動、破產案件、執法或紀律行動?

Be a party of the legal action(s), bankruptcy proceeding(s) and/or enforcement action(s)?

☐ 行為不檢或違反香港或其他地方的監管機構(如證監會或強制性公積金計劃管理局)之條例及規則?

Misconduct or breach of rule(s) and regulation(s) by the regulators in Hong Kong or elsewhere such as the Securities and Futures Commission and the Mandatory Provident Fund Authority, etc.

本人特此聲明上述資料是據實填報, 並明白倘有虛報資料, 即使獲得聘任亦可能被即時解僱。本人授權 貴集團合法使用本人以上所提供之個人資料並授權 貴集團向本人之前僱主索取本人之過往工作紀錄。

I hereby declare that the information given above is correct and I understand that if I willfully give falsified information or withhold material data from the Group, I could render myself to summary dismissal even if I were employed. I hereby give my consent to the Group for the lawful use of data and authorize the Group to obtain information concerning my previous employment from my previous employer(s).

申請人簽署

Applicant's Signature _____

日期

Date _____