

Other Information

Please account for any and all gaps in education or employment			
From	To	Reason	Complete Address and Location
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Are you holding a certificate of unemployment? (For candidates in China only.)

☐ No☐ Yes

1) Expires on _____

Personal file kept by: _____

2) Issuing Office _____

For all candidates:

Do you have a criminal record?

☒ No☐ Yes

(please specify) _____

Have you held any unauthorised outstanding dues from any bank/financial institution?

☒ No☐ Yes

(please specify) _____

Have you ever suffered from any disability, physical or mental illness in the past?

☒ No☐ Yes

(please specify) _____

The following section is for new joiners only:

HSBC Group Service Centre requires its staff to be flexible to working shifts.

Are you willing to adhere to this guideline?

☐ No☒ Yes

Would you require leave from work during the first 6 months of joining ?

☒ No☐ Yes

(please specify) _____

From where did you learn about this vacancy?

☒

Staff with our Company

Name : _____

Staff Number : _____

Department : _____

Relationship : _____

☐ Newspaper☐ Agency☐ Job Fair☐ Walk-in☐ HSBC Booth☐ Internet☐ College Recruiting☒ Phone Enquiry☐ Client Referral☐ Former Employee☐ Executive Search☐ Other Source

Notice period with the present employer?

TWO MONTHS

Expected Salary

25 Lpa

Date available to report to duty if employed

To be filled by HR Department

Other Special Skills (e.g. Typing, Shorthand, Personal Computer, Driving , etc)

Typing Skills (English) : _____ w.p.m. Typing Skill (Chinese) : _____ w.p.m.

PC Skills : _____

Other Skills : _____

Test Result: QPT. Sales Test. CCSQ. etc.