



HKFA  
AFFILIATED TO FIFA & AFC IN 1954

**THE HONG KONG FOOTBALL ASSOCIATION LIMITED**  
**香港足球總會有限公司**

**Private & Confidential**

**EMPLOYMENT APPLICATION FORM**

**General Notes :**

- 1) All information provided will be used for appointment and other employment-related purposes by the Hong Kong Football Association Limited or any of its subsidiaries or affiliates.
- 2) Please ensure that all parts in the form are completed and the information is accurate.
- 3) Your application will not be considered if you fail to provide all information as requested.
- 4) The applicant is required to send a duly completed application form to the e-mail address as specified in the job advertisement.

**Personal Particulars (Please use the block letters to fill this form)**

Position Applied:		Date Available:		Salary Expected:		Recent Photo
Name in English:			Name in Chinese:			
Marital Status:		HKID Card No:		Nationality:		
Sex:	Age:	Date of Birth:		Place of Birth:		
Residential Address:				Correspondence Address: (If different)		
Telephone Number:						
Home:		Mobile:		Email:		

**Educational Background (Please starting with the latest one)**

University/College/Institute/School:		From	To
Course Taken:		Degree/Certificate/Diploma:	
University/College/Institute/School:		From	To
Course Taken:		Degree/Certificate/Diploma:	
University/College/Institute/School:		From	To
Course Taken:		Degree/Certificate/Diploma:	

**Public Examination Results (Please provide Issuing Authority/ Issued Date/ Subjects/ Results)**

**(Required to fill in all examination results of HKCEE / HKDSEE, where applicable)**

HKCEE:	_____
HKALE:	_____
Others:	_____

**Professional Qualification (Please starting with the latest one)**

Institute of Issue	Qualification Obtained	Year Attained	Result

**Employment History (Please starting with your present job)**

From (M/Y)	To (M/Y)	Name of Company	Position Held & Last Salary	Reporting Position	Leaving Reason

**Skills**

Typing Speed (Chinese) \_\_\_\_\_ wpm

Typing Speed (English) \_\_\_\_\_ wpm

Computer software \_\_\_\_\_

Hobbies: \_\_\_\_\_

Driving license: \_\_\_\_\_

(Type and date of issued)

**Language Skills**

(Spoken)	Native	Good	Fair	Poor
English				
Cantonese				
Mandarin				
Others				

(Written)	Native	Good	Fair	Poor
English				
Cantonese				
Mandarin				
Others				

Where did you know about this position?

- 1. Newspaper (pls specify: \_\_\_\_\_)
- 2. Web (pls specify: \_\_\_\_\_)
- 3. HKFA Web
- 4. Others (pls specify: \_\_\_\_\_)

e.g jobsDB; careertimes, etc.

**Declaration**

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Do you have been terminated by your previous employer because of your poor performance or negligence in your job?     | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you have any conviction of a criminal offence in a court of law?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever applied for any other jobs of the HKFA in the past year? If yes, please state applied position and when | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever been employed by HKFA before? If yes, please state when & where?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you know anyone working in HKFA? If yes, please provide name(s) and relationship :                                 | <input type="checkbox"/> |                          |

Name \_\_\_\_\_

Department \_\_\_\_\_

Relationship: \_\_\_\_\_

**Important Note:**

**I declare that the information supplied on the above is correct to the best of my knowledge. I understand if employed that any willful mis-statement will render liable to dismissal without notice or pay in lieu.**

Name of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**CONFIDENTIAL**

**Background Reference Check Authorization**

I, \_\_\_\_\_(name as shown on HKID) hereby authorize the Hong Kong Football Association Limited (HKFA) or any of its subsidiaries or affiliates to carry out any form of background reference check in connection with my employment now or any time in the future without requiring any further authorization from me. I understand that this screening may be done directly by the HKFA or any of its subsidiaries or affiliates / by other external assessors where applicable to carry out these checks.

I hereby also consent my present/ former employer(s) to release the requested data to the HKFA or any of its subsidiaries or affiliates and I understand that the information to be released may cover any form of information to establish my credentials, integrity, conduct and character; such information may include records of my employment period, remuneration and benefits, performance appraisal reports, attendance records and whatever necessary for assessing the suitability for employment or making other employment related decisions which are relevant for any job I do now or in the future with the HKFA or any of its subsidiaries or affiliates.

I further authorize the retention of any information obtained for a reasonable period as HKFA or any of its subsidiaries or affiliates deems fit.

Signature of Applicant : \_\_\_\_\_  
Name of Applicant (Chinese & English) : \_\_\_\_\_  
HKID Card No.(4 digits i.e. Z1234XX(X)) : \_\_\_\_\_  
Passport No./Place (for passport holder only): \_\_\_\_\_  
Date : \_\_\_\_\_

*Remarks : My HKID Card No./Passport No. is also provided to facilitate retrieval of my personal data by my previous/current employer(s)*

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**Reference Check Authorization**

In addition to any background reference check authorized above, furnished below are the names of two referees to whom an employment reference check may be made:

	<i>Name of Referee(s)</i>	<i>Position / Company Name / Address</i>	<i>Tel No./ Email Address</i>
<b>1</b>	_____	_____	_____
	_____	_____	_____
<b>2</b>	_____	_____	_____
	_____	_____	_____