**LikeHongKong.com**

**Job Application Form**

|  |  |
| --- | --- |
| **Position applied for:** |  |

**Your application should include:**

1. Employment & Qualification Background - *Complete Attachment A*

The form is attached for completion.

1. Statement of Claim against the Selection Criteria - *Complete Attachment B*

In this statement, which should not exceed 200 words per criteria, you will describe in your own words, why you believe that you are a suitable candidate for the advertised position and how you meet each individual selection criteria. Statements of claim that do not address all of the selection criteria will not be taken into consideration.

***Note on Statement of claims against selection criteria***

***The Statement of Claim is the centre piece of your application and should be presented in a concise and focussed manner.*** *In preparing your statement of claims, you* ***must*** *address each selection criteria and should highlight relevant experience and training; you may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcome for your employer. Your statement of claims must be written in English.*

1. Provide contacts for two referees - *Complete Attachment C*

You need to provide contacts for two referees who are familiar with your professional as well as personal skills and competence. In most cases referees are not contacted unless you are shortlisted for the position, however, if we have a tight timeframe we may contact referees before interviews.

**The Selection Criteria and Duty Statement are available from**

<https://www.likehongkong.com/careers-job-criteria>

**Applications should be submitted by e-mail to** [**likehongkong.org@gmail.com**](mailto:likehongkong.org@gmail.com)

*(with email size less than 5mb)*

**before the deadline.**

**Should you have questions regarding the position, please email** [**likehongkong.org@gmail.com**](mailto:likehongkong.org@gmail.com)

**Late or incomplete applications will not be taken into consideration.**

**All data collected will be used only for recruitment purposes.**

**Only candidates short-listed for personal interview will be contacted.**

**Thank you for your interest in working at the LikeHongKong.com.**

**ATTACHMENT A Employment & Qualification Background**

**1. Personal Particulars**

|  |  |  |
| --- | --- | --- |
| Title | **Surname** | **Given Name(s)** |
|  |  |  |

|  |
| --- |
| **Contact Details – address, telephone contact details, email address** |

**2. Current Employment**

|  |  |  |
| --- | --- | --- |
| **Month/Year**  **Commenced** | **Employer** | **Position** |
|  |  |  |
| Brief Description of your duties | | |
|  | | |

**3. Previous Positions Held (including movement within an organisation)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month/Year**  **Commenced** | **Month/Year**  **Finished** | **Employer** | **Position** | **Level** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**4. Academic Qualifications**

|  |  |  |
| --- | --- | --- |
| **Year Received** | **Qualification** | **Institution** |
|  |  |  |
|  |  |  |
|  |  |  |

**5. Languages**

|  |  |
| --- | --- |
| Language | **Proficiency Level** |
|  |  |
|  |  |
|  |  |

**6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

|  |
| --- |
|  |

**ATTACHMENT B Statement addressing Selection Criteria**

**Guidelines for applicants**

Your application should generally consist of the following documents and information:

* A brief covering letter
* A résumé (curriculum vitae) outlining relevant personal and professional information
* A statement directly addressing each of the selection criteria

**ATTACHMENT C Referee contacts**

Please provide the names and details of two referees whom the Consulate can contact if you are short listed for the interview.

**Referee 1**

|  |  |  |
| --- | --- | --- |
| Full name of Referee: | Relation to Applicant (employer/supervisor): | |
| Occupation (Position and company): | Phone: | |
| Email: |  |  |

**Referee 2**

|  |  |  |
| --- | --- | --- |
| Full name of Referee: | Relation to Applicant (employer/supervisor): | |
| Occupation (Position and company): | Phone: | |
| Email: |  |