

EMPLOYMENT APPLICATION FORM

1. Your personal information provided will only be used for the consideration of employment with Nova Insurance Consultants Limited.
2. Unsuccessful applications will be destroyed once the selection process is completed.

Position Applied:		
For Official Use Only		
	Date of Test / Interview	Test Organizer(s) / Interviewer(s)
Test		
1st		
2nd		
3rd		

PERSONAL PARTICULARS

Name (in block letter)		Name in Chinese		Sex : M : F	
Present Address				Telephone No. (Home) (Mobile)	
HKID/Passport No.		Date of Birth		Place of Birth	
Age					
Year of Resident in Hong Kong		Computer Skills		Hobbies	
Languages (Please state proficiency)		Insurance licenses : Agent /Broker IA / MPFA others: GI LT IL MPF			
Have you participated in any CSR activities organized by an NGO, such as Po Leung Kuk, YWCA, St. James' Settlement, Yan Oi Tong or others?		Relative(s)/Friend(s) working in FSE Holdings Limited, FSE Lifestyle Services Limited and/or Nova Insurance Consultants Limited (if any)			

Nova Insurance Consultants Limited

Unit 1608, 16/F Chevalier Commercial Centre, 8 Wang Hoi Road, Kowloon Bay, Kowloon, Hong Kong.

Tel (852) 2845 4373

Fax (852) 2845 5146

E-mail nova@nova-insure.com

Website <http://www.nova-insure.com>



ACADEMIC ACHIEVEMENTS

Period	Name of School/College/University	Course & Class Attended	Cert./Diploma/Degree

PROFESSIONAL QUALIFICATIONS

Professional Qualification	Date of Issue	Name of Issuing Organization

EMPLOYMENT HISTORY

Company	Employment Period	Position Held:
Monthly Basic Salary: At Start x months	Other Incomes (e.g. bonus, commission, allowance etc.)	
Upon Leaving x months		
Name & Title of Immediate Superior	Reason for Leaving	

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EXPECTED SALARY AND COMMENCEMENT DATE	
Expected Salary	Commencement Date

I acknowledge and confirm that the above information is true and correct.

I agree that Nova Insurance Consultants Limited may check my records with my former and present employers.

Signature of Applicant

Date of Application

- END -

OFFICIAL USE ONLY		
Comments by Interview	Recommended Action	Signature
1 st		Date:
2 nd		Date:
3 rd		Date:
Date of Appointment :	Position:	
Department :	Starting Salary :	
Other Remarks :		

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