**Application Form for Employment with**

**Hong Kong Economic and Trade Office in Washington, D.C.**

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| Title of job applied for | Administrative Assistant I |

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| **Personal Particulars** | |
| Surname / Last Name |  |
| Given Names |  |
| Street Address |  |
| Daytime Contact Telephone Number / Mobile Number |  |
| Residential Telephone Number |  |
| E-mail Address |  |
| **Academic and Professional Attainment** | |
| Education  (Please clearly indicate the name of colleges and universities, etc.; qualifications obtained; mode of attendance – full-time/part-time on campus, distance learning, etc.; and period (month/year)) |  |
| Professional Qualifications  (Please clearly indicate the professional qualification and level attained, date obtained, and full name of issuing authority) |  |
| **Full Employment Record** | |
| Work experience **relevant to the post under application** in chronological order  (Please clearly indicate periods employed (month/year), position held, full time/part time, nature of job, name of firm, and countries) |  |
| Other work experience in chronological order  (Please clearly indicate periods employed (month/year), position held, full time/part time, nature of job, name of firm, and countries) |  |
| **Additional Information** | |
| Language  (Please indicate all languages spoken/written and proficiency – native/ proficient/ conversational/ basic ) |  |
| How many years of bookkeeping/accounting experience do you have |  |
| Describe your relationship with Hong Kong, or your knowledge about Hong Kong, if any |  |
| Basis of eligibility to work in the United States (e.g. U.S. citizen, permanent resident (green card holder)) |  |
| State any other additional information about yourself, or your qualification for the job that you wish to bring to our attention  (no more than 300 words) |  |
| Signature |  |
| Date |  |

*The completed application form, with copies of supporting documents, should be submitted by e-mail to the Office Manager at* [*hketo@hketowashington.gov.hk*](mailto:hketo@hketowashington.gov.hk)*. Alternatively, hard copies could be mailed to the Office Manager at Hong Kong Economic and Trade Office, 1520 18th Street NW, Washington, DC, 20036.*

***Applications must reach the abovementioned e-mail address or WETO by postal mail or by courier, on or before January 15, 2025.***