



# Job Application Form

Please complete this form in your own handwriting.

Please return the application form to the:

HR Generalists  
HSBC Bank (Malta) plc  
Operations Centre  
Mill Street  
Qormi QRM 3101

VACANCY ROLE TITLE:.....

## Personal Details

First name(s)

Surname

Mr  Mrs  Miss  Ms  Other  (please state title):

ID Card No :

Home address

Postcode

Country

Telephone number

Mobile Telephone number

E-Mail address

Summer address (if different)

Postcode

Country

Summer Telephone number  
(if different)

Dates at summer address

Date available to start work

Nationality (as stated in full on passport)

---

**Secondary Education**

---

Examinations taken at MATSEC 'O' level or any other International equivalent. Please include any ECDL qualification. For International qualifications state the qualification in accordance with your certificate.

<i>Level</i>	<i>Subject</i>	<i>Grade</i>	<i>Month/Year (Most recent first)</i>

Examinations taken at 'A' and 'Intermediate' level/or any International equivalent. For International qualifications state the qualification in accordance with your certificate

<i>Level</i>	<i>Subject</i>	<i>Grade</i>	<i>Month/Year (Most recent first)</i>

---

**Higher/University Education**

---

Place of study(include town and country)

From (mm/yy)

To (mm/yy)

Type and subject of first degree/diploma

MQRIC Qualification Level

Actual/anticipated class of degree (*please indicate if degree is with honours*)

---

## Postgraduate/Professional Qualifications (if applicable)

---

Place of study *(include town and country)*

From (mm/yy)

To (mm/yy)

Title and subject of course/thesis

---

---

---

## Skills and Achievements

---

Language skills. State language(s) and level of ability.

Key: 1 basic – 2 written comprehension only – 3 conversational – 4 fluent: social – 5 fluent: social and business – 6 native

Language \_\_\_\_\_ Level of ability 1  2  3  4  5  6

Language \_\_\_\_\_ Level of ability 1  2  3  4  5  6

Language \_\_\_\_\_ Level of ability 1  2  3  4  5  6

---

## Work Experience

---

Please give details of **all** permanent or temporary jobs you have had – including details of summer work – starting with the most recent.

From (mm/yy)	To (mm/yy)	Employer's name, location and business	Position held, duties and responsibilities	Reason for Leaving

---

**General**

---

**Write a statement on why you would like to be employed by HSBC Bank and why you feel you should be selected.**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Vetting Checks**

---

I agree to the HSBC Group and/or to any third party duly authorised by the HSBC Group, making any required vetting checks (including confirmation of right to work in Malta, criminal record checks, credit record checks, external directorships, civil litigation and media research) and confirm that I will provide all relevant information and take all necessary steps to enable those checks to be made. I understand that these checks may involve personal data and sensitive personal data relating to me and I consent to any Group Company and/or to any third party duly authorised by the HSBC Group, processing such personal data and sensitive personal data as may be required or as otherwise permitted by law.

---

**Declaration and Signature**

---

I confirm that the information given in this application is true and complete and I give my consent for any necessary Vetting Checks to be carried out.

Signature

Date

ID No.

NI No.

## Strictly Private and Confidential

### Pre-Employment Medical Questionnaire

HSBC attaches great importance to the health and wellbeing of its staff. The purpose of this questionnaire is to ensure that any factors that may affect your ability to do your job can be fully considered.

Please answer ALL the questions on this page.

1. Do you have a health problem. If YES please give full details.

2. If you answered YES to the above, are you aware of any aids or adjustments, which would assist you in performing the job?

3. Have you ever experienced any problems with your back, neck, shoulders, arms, wrists and/or hands?  
If YES, please give details and dates.

**This information will be retained on your personnel record.**

**To the best of my knowledge and belief, I declare the above statements to be true. I understand that giving false information may render me liable to dismissal. I also understand that HSBC may wish to approach my own doctor or specialist for further medical details (if necessary), but understand that this will not occur without my knowledge and consent.**

**I consent to the processing of sensitive data (as defined by the Data Protection Act 2001) regarding information about my health.**

Name and Surname : \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

---

## Equal Opportunities Monitoring (*OPTIONAL*)

---

The HSBC Group is committed to developing its policies to promote equal opportunities in employment. All applications will be treated on their merits, regardless of sex, age, marital status, disabilities, sexuality, race, colour, religion, ethnic or national origin. To monitor the effectiveness of our equal opportunities policy, we would be grateful if you would provide the information requested below. The information requested will be detached by us upon receipt of your application and will not be used during the selection process.

Sex :      Male       Female

Date of birth (dd/mm/yy)

---

Do you consider yourself to have a disability?      Yes       No

If 'yes', please specify the nature of your disability in the space provided below:

---

---

---

If you were offered a position with HSBC Bank, would you require any adapted equipment or support in the workplace?

Yes       No

If yes, please give details below:

---

---

Please indicate your ethnic origin. This is not necessarily the same as your nationality or citizenship.

**Asian or Asian British:**      Bangladeshi       Indian       Pakistani       Any other Asian background

**Black or Black British:**      African       Caribbean       Any other Black background

**Chinese:**      Chinese

**Mixed:**      White and Black Caribbean       White and Black African       White and Asian       Any other mixed background

**White:**      British       Irish       Any other White

**Another ethnic group**       (*Please specify below*)

---

---