

F. RELEVANT EMPLOYMENT HISTORY

NOTES:

- ♦ In reverse chronological order – most recent employment first
- ♦ Only include relevant employment history within the last 20 years
- ♦ If multiple positions have been held at one company, treat each position as separate employment, and provide the dates for EACH position
- ♦ Copies of documentary evidence must be submitted for each position and endorsed by the three Supporters as true copies
- ♦ Indicate if each employment is Full Time or Part Time
- ♦ Include a copy of the CV with clear descriptions of job duties in the supporting documents package
- ♦ All three Supporters MUST initial this section for endorsement
- ♦ Submit clearly labelled additional pages if required

FROM (YYYY/MM)	TO (YYYY/MM)	COMPANY	POSITION HELD	FULL/PART TIME	SUPPORTERS			REF #
					#1	#2	#3	
Curriculum Vitae with clear descriptions of experience and job duties for each of the relevant positions.								

G. PERSONAL STATEMENT

REQUIREMENTS AND INSTRUCTIONS:

1. Write a personal statement of 3,000 – 4,000 words describing how you satisfy the requirements of the Evaluation Rubric with emphasis on Attribute 1: Environmental experience and knowledge and Attribute 3: Management experience. The Evaluation Rubric can be downloaded from <http://hkiqep.org/qualification-process/>.
2. All FIVE attributes must be addressed.
3. Refer to detailed instructions on page 9.
4. Enter the file name and the word count in the spaces provided below.

File Name:

Total Number of Words: