

# Tips for Uploading Document / Image

- Applicants submit only one application form in electronic version
- Both Certificates and Bank-in slip must be uploaded

## Acceptable Format For Image Upload

JPG / JPEG

PDF

PNG

TIFF

BMP

# Tips for Successful Image Upload

## DOs

Scan the image with resolution 300dpi or above

Align the orientation of the document/image properly on scanner

Make correct proportions of the margins

Scan one document into one file and one single page in one file is preferred

## DON'Ts

Leave blank area around image

Twist or fold the document /image

Additional artifacts e.g. handwriting, marks, colour, marked with highlighter

High contrast with shadow

Encrypt the file

# Certificates

- Create appropriate file name for uploaded image, for example:

Name	Certificates	Year of Issue	Suggested File Name
Chan Tai Man	HKDSE	2019	ChanTaiMan_HKDSE_2019
Wong Siu Man	HKALE	2011	WongSiuMan_HKALE_2011
Lee Wai Ling	HKCEE	2011	LeeWaiLing_HKCEE_2011
Chow Wai Hung	Associate Degree	2019	ChowWaiHung_AD_2019
Cheng Siu Mei	Diploma Yi Jin	2018	ChengSiuMei_DYJ_2018
Lee Tai Wai	VTC	2019	LeeTaiWai_VTC_2019
Chan Shek Yuen	GCE	2017	ChanShekYuen_GCE_2017
Tam Mei Ling	IELTS	2019	TamMeiLing_IELTS_2019
Ho Chi Wai	IB	2018	HoChiWai_IB_2018

# Bank-in Slip

- Application fee is HK\$150 (Non-Refundable)
- Applicants are required to deposit the application fee directly to the following designated bank account:

<b>Account Name</b>	<b>Hospital Authority – Queen Elizabeth Hospital</b>
<b>Bank</b>	<b>The Hongkong and Shanghai Banking Corporation Limited</b>
<b>Account Number</b>	<b>004-500-296744-002</b> Account number

- Create appropriate file name for uploaded image, for example:

<b>Name</b>	<b>Suggested File Name</b>
Chan Tan Man	ChanTanMan_\$150

# Bank-in Slip (cont'd)

**Pay the Application Fee through either ONE of the following banks:**

Hang Seng Bank LTD.

The Hongkong and Shanghai Banking Corporation Limited (HSBC)

Bank of China (Hong Kong) Limited

**Pay by either ONE of the following methods:**

Automated Teller Machine (ATM)

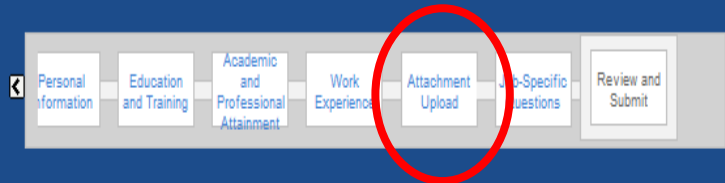
Internet banking (Online/Mobile App)

Transaction service by bank tellers

Faster Payment System(FPS)

# Uploading Certificates and Bank-in Slip

Applying for: Higher Diploma in Nursing (2020/2021) (Job Number: HDNP\_06\_2020)



Submit

## Review and Submit

### Declaration

- I understand that the information provided will be treated in strict confidence and will only be used for recruitment related purposes.
- I undertake to report any changes to information provided in this application from the date it is submitted to the date I report duty, if applicable.
- I understand that if I willfully give any false information or withhold any material information, I shall render myself liable to dismissal if I am appointed to the service of the HA.

## Attachment Upload

### Attachments

Select the file to attach

Chan Tan Man\_-\$150.jpg

Comments about the file



**'Attach' to upload**

# Further enquiry

- Telephone enquiry hotlines (from 22 June to 30 September 2020)
- 2300 6300 / 2300 6400 / 2300 6500
- Monday to Friday: 9:00am - 5:00pm, except on public holidays
- Please leave your full name, application number and contact number to the enquiry hotlines, we will reply you ASAP

## ❖ *What is my application number?*

*Answer: In the acknowledgement email, your acknowledgment ID will be printed at the bottom of the email. The last 5 digits of the acknowledgment ID would be your application number.*