



SUMMARY: APPLICATION FOR PERMANENT EMPLOYMENT AS A DRIVER

Candidates should be at least 18 years of age and not over the maximum retirement age and be in possession of a full valid driving licence for the Hong Kong Special Administrative Region. Non-Hong Kong citizens must be in possession of the relevant residence and work permit or authorisation in the Hong Kong Special Administrative Region on the date of commencement of service.

Duties: to drive and maintain the official vehicle and to perform other duties and functions as assigned by the Head of the Consular Office.

Duration of contract: indefinite. Note that the candidate recruited will serve a probationary period of three months, during which he/she will be evaluated by the Head of the Consular Office.

Salary: 30.869 USD annual gross, paid in 12 monthly payments.

Documents to be submitted, how to do it and deadline:

Documents:

- Copy of Identity Card or Passport.
- Copy of driving licence.
- Curriculum vitae indicating previous work experience.
- Documentation accrediting the merits that the applicant wishes to be assessed in the competition phase.
- Anexo III (**Important:** Please note that the Anexo must be submitted in the Spanish version. You will find an unofficial translation of the Anexo III at the end of this document to help you to fill in the Spanish version).

These documents should be submitted in one of the following ways:

- In person at the Consulate General of Spain in Hong Kong (Suite 5303, 53/F, Central Plaza, 18 Harbour Road, Wan Chai, Hong Kong).
- By electronical means through the General Electronic Register of the General State Administration <https://administracion.gob.es>



- By registered post to Consulate General of Spain in Hong Kong, Suite 5303, 53/F, Central Plaza, 18 Harbour Road, Wan Chai, Hong Kong. Applications sent by post should be registered at the post office by the closing date and must bear the date stamp shown on the application form (Anexo III).

Deadline: 28 of April of 2025

Description of the selection procedure:

Competitive phase: maximum 30 points

1. Test of 10 questions about basic general culture. Wrong answers and questions not answered will not be penalised. Each correct answer will be awarded 1 mark. A minimum of 5 points is required to proceed to the next exercise.
2. Practical test, which may be completed manually, consisting of driving practice, knowledge of the city of Hong Kong and mechanics. It will be marked out of 10 with a minimum of 5 points required to pass.
3. Oral English test. This will be marked out of 10 with a minimum of 5 points required to proceed to the tender phase.

Tender phase: maximum 20 points

1. Assessment of professional and training merits
 - Professional merits: Experience in positions of the same or similar category, supported by documentary evidence, will be taken into account.
 - Educational merits: Courses related to the position, academic qualifications and other knowledge relevant to the position would be an asset.
2. Interview

The final mark will be determined by the sum of the marks obtained in the competitive and tender phase.

Full details of this application can be found at
<https://www.exteriores.gob.es/Consulados/hongkong/es/Consulado/Paginas/Ofertas-de-empleo.aspx>

If you have any questions, please contact cog.hongkong@maec.es or call 25253041.



ANEXO III

APPLICATION TO PARTICIPATE IN THE SELECTION PROCESS FOR PERMANENT STAFF AT THE CONSULATE GENERAL OF SPAIN IN HONG KONG IN THE CATEGORY OF DRIVER

PERSONAL DATA

SURNAME.....
NAME.....
ID CARD OR PASSPORT NUMBER.....
ADDRESS (street, avenue, square)
Nº FLAT.....CITY.....
COUNTRY..... PHONE NUMBER and/or EMAIL.....
DATE OF BIRTH.....
COUNTRY OF BIRTH.....NATIONALITY.....
DISABILITY.....ADAPTATION REQUIRED.....

PROFESSIONAL DATA

Current job (category, seniority, organisation, location)

ACADEMIC QUALIFICATIONS

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PROFESSIONAL MERITS

Experience in jobs at the same level		
Title Position	Company	Period worked (months, days, years)
Experience in similar positions		
Title Position	Company	Period worked (months, days, years)

TRAINING MERITS

Other qualifications or specialisations
(Courses, trainings and other knowledge relevant to the position)

PERSONAL DATA PROTECTION CLAUSE

In compliance with Organic Law 3/2018, of 5 December, on the Protection of Personal Data and guarantee of digital rights and EU Regulation 2016/679 of the European Parliament and of the Council of 27 April, we inform you that your personal data will be processed by the management centre that appears in the call for applications for the sole purpose of resolving the selection process indicated above, and you may exercise your rights of access, rectification, deletion, limitation and opposition before the same management centre. The legitimization for the processing of your data is the fulfilment of legal obligations, as well as your consent. We also inform you that the recipient of your data will be exclusively the Public Administration. Your data will not be passed on to third parties, except in the case of legal obligation, nor will it be transferred to a third country or international organisation. You can consult additional and detailed information on data protection on the website of the Representation.

On, at, of 20...
(Signature)

Centre, Address: Consulate General of Spain in Hong Kong, Suite 5303, 53/F, Central Plaza, 18 Harbour Road, Wan Chai, Hong Kong.



ANEXO III

SOLICITUD DE PARTICIPACIÓN EN PROCESO SELECTIVO DE PERSONAL LABORAL FIJO EN EL CONSULADO GENERAL DE ESPAÑA EN HONG KONG CON LA CATEGORÍA DE CHÓFER

DATOS PERSONALES

APELLIDOS.....
NOMBRE.....
Nº DE DOCUMENTO DE IDENTIDAD O PASAPORTE.....
DIRECCIÓN (calle, avda, plaza)
Nº PISO..... LOCALIDAD.....
PAÍS..... TELÉFONO y/o CORREO ELECTRÓNICO.....
FECHA NACIMIENTO.....
PAÍS DE NACIMIENTO..... NACIONALIDAD.....
DISCAPACIDAD..... ADAPTACION SOLICITADA.....

DATOS PROFESIONALES

Puesto de trabajo actual (categoría, antigüedad, organismo, localidad):

TITULACIÓN ACADÉMICA

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MÉRITOS PROFESIONALES

Experiencia en puestos de trabajo de idéntica categoría		
Denominación Puesto	Empresa u Organismo Público	Periodo trabajado (meses, días, años)
Experiencia en puestos de trabajo de similar categoría		
Denominación Puesto	Empresa u Organismo Público	Periodo trabajado (meses, días, años)

MÉRITOS FORMATIVOS

Otras titulaciones o especialidades
(Cursos, Seminarios y otros conocimientos de utilidad para el puesto)

CLÁUSULA DE PROTECCIÓN DE DATOS DE CARÁCTER PERSONAL

En cumplimiento la Ley Orgánica 3/2018, de 5 de diciembre, de Protección de Datos Personales y garantía de los derechos digitales y del Reglamento UE 2016/679 del Parlamento Europeo y del Consejo de 27 de abril, le informamos de que sus datos personales serán tratados por el centro gestor que figura en la convocatoria a los únicos efectos de resolver el proceso selectivo arriba indicado, pudiendo usted ejercer los derechos de acceso, rectificación, supresión, limitación y oposición ante ese mismo centro gestor. La legitimación para el tratamiento de sus datos es el cumplimiento de obligaciones legales, así como su consentimiento. Le informamos igualmente de que el destinatario de sus datos será exclusivamente la Administración Pública. Éstos no serán cedidos a terceros, excepto en caso de obligación legal, ni serán objeto de transferencia a un tercer país u organización internacional. Puede consultar la información adicional y detallada sobre protección de datos en la web de la Representación.

En....., a.....de de 20...

(Firma)

Centro, Dirección: Consulado General de España en Hong Kong, Suite 5303, 53/F, Central Plaza, 18 Harbour Road, Wan Chai, Hong Kong.