

To : **HKSS Professional Affairs Committee**

The Hong Kong Statistical Society Accreditation Office,
c/o HKU School of Professional and Continuing Education,
Rm 313, 3/F, Admiralty Centre, 18 Harcourt Rd, Hong Kong.
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HONG KONG STATISTICAL SOCIETY

APPLICATION FOR CERTIFIED STATISTICIAN (CertStat)

SURNAME and TITLE	FORENAMES
DATE OF BIRTH	HKID NUMBER <i>(please specify if other document)</i>
ADDRESS FOR CORRESPONDENCE	
TELEPHONE : MOBILE PHONE : E-MAIL <input type="checkbox"/> # :	
Payment Method <i>see Note 3</i>	<input type="checkbox"/> Attached crossed cheque No: <input type="checkbox"/> Attached bank draft No: <input type="checkbox"/> Attached original bank receipt for deposited amount
For acknowledgement of receipt of this form by the Society, you are required to enclose in addition a self-addressed stamped envelope. Please indicate whether acknowledgement is required: <input type="checkbox"/> Yes, a self-addressed envelope is enclosed <input type="checkbox"/> No	

#: Please tick the box if you want to receive the notification of the application result by email.

DECLARATION

I, the undersigned, certify that all the details submitted in this application for CertStat are correct. In the event of my election, I undertake to observe and be bound by the bye-laws and rules for the time being in force, to abide by the Code of Conduct and to pay all subscriptions as they become due.

Signed:

Date:

Part I: ACADEMIC AND PROFESSIONAL QUALIFICATIONS

SECTION A ACADEMIC QUALIFICATIONS

Please provide full details of any degree awarded by universities/tertiary institutions with a substantial statistics content. Include title of degree, level of award achieved, awarding institution, year awarded and **all** the courses/options taken.

You are advised to enclose as much supporting evidence as possible. You **must provide photocopy of transcript and/or certificates/diplomas**. Do not send any originals. You must in any case provide a detailed breakdown of your course(s), showing clearly the statistical and mathematical units you have studied. **Detailed syllabuses should be submitted.**

If you are submitting more than one degree for consideration, you will probably find it necessary to copy this page and submit details of each degree on a separate page.

Degree	Awarding institution	Year awarded	Courses/options taken	Documentary proof of relevant qualification (please attach transcripts, certificates, diplomas, detailed syllabuses, etc.)

For the degree(s) you are submitting for consideration, please give the name and address of the awarding institution, the student reference number (if known) and your name at the time of award. We may be approaching the institution for confirmation of qualifications.

Name of institution:	
Address:	
Student reference number:	Your name at the time (if different from now):
Name of institution:	
Address:	
Student reference number:	Your name at the time (if different from now):
Name of institution:	
Address:	
Student reference number:	Your name at the time (if different from now):

SECTION B PROFESSIONAL QUALIFICATIONS

Please complete this section if you have membership of other professional statistical societies, or you have taken any of the past examinations of the Society, the Royal Statistical Society, or the Institute of Statisticians. You **must provide photocopy of certificates** of membership/examination passed (if applicable). Do not send any originals.

Qualification/ Level of examination passed	Awarding organisation	Year awarded	Documentary proof of relevant qualification (if applicable)

Part II: PRACTICAL STATISTICAL EXPERIENCE

SURNAME:	FORENAMES:
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Note: there is a continuation space at the end of this form, if required.

1. WORK EXPERIENCE

1.1 Present job

Title:

Date started:

Employer's name:

Address:

Please describe the nature of your current job, the statistical work involved (with specific reference to the six work tasks referred to on page 6) and whether this has changed over time. Please give the number and type of staff working for you (if any), and the position of the person to whom you report. Please also state whether you work full-time or part-time. If part-time, please state number of days per week (or, if relevant, contract hours for courses taught).

1.2 What statistical techniques do you use in your present work (please give details), and how frequently?*

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*Please categorise as 'frequent' (3+ times per year), 'infrequent' (1-2 times a year) or 'occasional' (less than once a year).

WORK EXPERIENCE (continued)

1.3 Previous posts

Please describe the previous posts you have held, during the last ten years, which involved statistical work. Give similar details as for 1.1 above. State whether full-time or part-time. If part-time, state either number of days per week or contract hours for courses taught.

1.4 If you have held your present post for less than 3 years, please give similar details as for 1.2 for the statistical techniques you used in your previous post(s), with frequency of use:

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2. TIME SPENT ON STATISTICAL WORK

What proportion of your total working time is spent on the **statistical** aspects of the work tasks listed in the next section (please tick the appropriate box)?

	10% or less	11%-25%	26%-50%	over 50%
(a) Currently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Over the past three years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. WORK TASKS AND LEVEL OF STATISTICAL RESPONSIBILITY

Level of statistical responsibility (please tick):

	Sole	Major	Minor	None	Task not relevant
(a) Definition of objectives for a project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Selection of data to be used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Choice of analysis methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Responsibility for calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Presentation and interpretation of findings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Monitoring follow-up actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. ADDITIONAL CONSIDERATIONS

Are there any other relevant considerations which you think the Committee should take into account in considering your practical experience? (For example: papers or other publications; other statistical activities in which you have been involved; etc.)

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5. REFEREES

At least two referees must be given. The referees between them must be able to cover the whole of the relevant period(s) of experience. Each referee must be familiar with the applicant’s practical statistical work and be willing to answer the Society’s confidential questions relating to the application. If possible, **all referees should be statisticians** and at least one should be in a position of seniority.

Referee for present post

Name of referee (BLOCK LETTERS).....
Relationship to applicant.....
Period of experience to be covered by referee.....
Address (BLOCK LETTERS).....
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Referees for previous periods (or, second referee for present post)

Name of referee (BLOCK LETTERS).....
Relationship to applicant.....
Period of experience to be covered by referee.....
Address (BLOCK LETTERS).....
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Name of referee (BLOCK LETTERS).....
Relationship to applicant.....
Period of experience to be covered by referee.....
Address (BLOCK LETTERS).....
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If you have changed your name, please make clear by which name the referee knows you.

CONTINUATION SPACE (Please indicate clearly to which question(s) this refers).....
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PLEASE ENSURE THAT YOU HAVE COMPLETED THE DECLARATION ON PAGE 1

Notes:

1. Personal data provided will be solely used for the purpose of application, and in this connection the data will be handled by the Hong Kong Statistical Society (HKSS) and other authorised organisations or agencies only.
2. The HKSS may contact you for clarification or obtaining further supporting evidence as deemed necessary.
3. A non-refundable **administration fee of \$400** for each application will be charged when you submit this application form. Exact amount should be paid by crossed cheque or bank draft made payable to “**Hong Kong Statistical Society**” or by depositing into the Society’s HSBC bank account (A/C number: 110-479482-002). The crossed cheque or bank draft or the original bank receipt should be submitted together with the application form. No cash will be accepted.
4. You will be notified of the assessment results by mail or email. If it is assessed that the qualification possessed by you is eligible for CertStat membership of the HKSS, you should submit the annual membership fee before you formally become a CertStat.