

香港特別行政區政府實習計劃申請書  
(專上學生適用)  
**Application Form for Internship Scheme**  
**in the Government of the Hong Kong Special Administrative Region**  
(For Post-Secondary Students)

**FOR HKUST APPLICANTS ONLY**

**COVER PAGE**

**1. Checklist**

Please check () the boxes below to make sure you include the listed documents in your application package.

- Application form completed in block letters and in black ink
- A 300-word essay (in Chinese or English) on why you would like to join the Scheme and what you would like to achieve from it
- HKUST academic transcript (unofficial)
- Transcript / result slip of HKDSEE / qualification stated in “Academic Attainment” section of the application form
- Curriculum Vitae (CV)
- Medical / proof of your special educational needs if you have not declared with the SEN and Diversability Team (for internal reference)

**2. Consent**

Please read and check () the box below to consent and complete your application:

- I authorize the SEN & Diversability Office of Counseling and Wellness Center to communicate with the Career Center as part of HKUST’s internal selection process of the Internship Scheme. I fully understand that my application will be submitted to the Civil Service Bureau of the Government of the Hong Kong Special Administrative Region if I am nominated by the University for consideration to the Internship Scheme.

**香港特別行政區政府2019年學生實習計劃申請書**  
(專上學生適用)  
**Application Form for 2019 Student Internship Scheme**  
**in the Government of the Hong Kong Special Administrative Region**  
(For Post-Secondary Students)

## 備註Notes

- (a) 申請人必須就每一個申請的實習空缺填寫一份申請書。Applicant should complete **one application form** for each intern vacancy in the Government.
- (b) 請用黑色墨水筆或原子筆，以正楷填寫申請書。Please complete the application form in **block letters and black ink**.
- (c) 申請人須提供一篇字數不超過300字的文章(中文或英文皆可)，講述參加實習計劃的原因和對計劃的期望。Applicants are required to submit **an essay of not more than 300 words** (either in Chinese or English) on why you apply for the Internship Scheme and what you would like to achieve from it.
- (d) 申請人須填寫A部至C部，並提供正確資料。Applicant should complete Sections A to C and ensure that the information provided is accurate.
- (e) 申請人如未能提供所需的資料，申請可能不獲受理。Your application may not be considered if you fail to provide the requested information.
- (f) 申請人所提供的資料，將用於與實習計劃有關的招聘工作以及其他與僱用有關的事宜上。在一般情況下，在此申請書內提供的個人資料會在實習計劃完結後的24個月內銷毀。The information provided will be used for recruitment relating to the Internship Scheme and other employment-related purposes. Personal data provided in this application form will normally be destroyed within 24 months after completion of the Internship Scheme.
- (g) 提交申請書後，如欲更改或查詢個人資料，請與公務員事務局負責人員聯絡。For correction of or access to personal data after submission of the application form, please contact the subject officer of the Civil Service Bureau.

申請人編號

Candidate No. \_\_\_\_\_

(只供有關部門填寫 Official use only)

申請實習空缺名稱 Title of Intern Vacancy Applied For	暑期實習生 Summer Intern
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## A部 Section A

## 個人資料 Personal Particulars

姓名 Name		(中文Chinese)		(英文English)	
香港身分證號碼 Hong Kong Identity Card Number		性別 Sex	男 Male	<input type="checkbox"/>	女 Female
				<input type="checkbox"/>	<input type="checkbox"/>
你是否香港特別行政區永久性居民? Are you a permanent resident of the Hong Kong Special Administrative Region?		是 Yes	<input type="checkbox"/>	否 No	<input type="checkbox"/>
聯絡電話/流動電話號碼* Contact telephone/mobile phone number*		電郵地址 E-mail address			
地址 Address					

## 學歷 (按頒發的日期順序列出) Academic Attainment (in chronological order)

學院/頒發機構 (例如：香港考試及評核局) Institute/Issuing Authority (e.g. Hong Kong Examinations and Assessment Authority)	頒發日期 (日/月/年) Date Issued (DD/MM/YYYY)	學歷 (例如：香港中學文憑考試) Qualifications (e.g. Hong Kong Diploma of Secondary Education Examination)	及格科目及成績 (例如：成績等級、及格、良好、榮譽學位等級、主修、副修科目) Subjects Passed and Level Attained (e.g. Grade, Pass, Credit, Class/Division, Major, Minor)

\* 請刪去不適用者

Please delete where inapplicable

教育程度 (按就讀日期順序列出) Education Level (in chronological order)				
曾經/現正就讀的學校、學院、大學 Schools, Colleges, Universities Attended/Attending	學系/主修學科 Faculty/Major Area of Study	課程名稱及就讀班級 Course and Year of Study	就讀日期(月/年)Date (MM/YYYY)	
			由From	至To

特別技能及知識 (例如：電腦操作) Special Skills and Knowledge (e.g. computing knowledge)

課外活動 (例如：學生會) Extra-Curricular Activities (e.g. Student Union)

**B部 Section B**

請註明殘疾性質及程度，以及在實習期間是否需要特別的安排(例如工作區域、需要的特別輔助器材)。 Please indicate the nature and degree of disability and specify whether any special arrangement during the internship (e.g. working district, special aids required) is needed.


如被錄用，請以優先次序填寫適合你的實習期(“1”為最高，“3”為最低)。請以“X”指出任何不適合你的實習期。 In order of preference (i.e. “1” as the most preferred, “3” as the least preferred), please indicate the internship period(s) suitable to you if employed. For any period(s) not suitable to you, please insert “X”.

- 2019年6月3日至7月26日       2019年6月17日至8月9日       2019年7月2日至8月26日  
 3 June to 26 July 2019                      17 June to 9 August 2019                      2 July to 26 August 2019

注意: 實習期一經選定，實習生便不能隨意更改有關日期。  
 Note: Once selected, the relevant internship period cannot be amended by the students on their own accord.

**C部 Section C**

本人明白倘若故意在填寫本申請書時虛報資料或隱瞞重要事實，或未有在申請書內所提供資料已作更改後通知公務員事務局，可令本人喪失獲政府錄用的資格；即使已獲政府錄用，亦可遭終止聘用。 I understand that if I wilfully give any false information or withhold any material information in this application form, or fail to notify the Civil Service Bureau any subsequent change of information provided, it will render me liable to disqualification for employment by the Government or termination of employment, if already employed by the Government.

本人同意政府可就與實習計劃有關的事宜，及為核實上述資料而進行必要的查詢。本人授權所有政府部門及其他組織或機構可就這些查詢，透露任何有關的紀錄及資料。 I consent to the Government making any necessary enquiries for purposes relating to the Internship Scheme and for the verification of the information given above. I authorise all government departments and other organisations or agencies to release any record or information as may be required for these enquiries.

本人明白並同意，如有需要，上述資料會送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行與政府僱用有關的事宜。 I understand and accept that the information given above will be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to employment with the Government.

日期Date \_\_\_\_\_ 簽署Signature \_\_\_\_\_