**The Hang Seng University of Hong Kong**

 **Campus Internship Scheme – Student Intern Confirmation Form**

**香港恒生大學校園實習計劃 - 實習生確認表格**

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| **A. Personal Particulars** 個人資料（to be filled in by Student Intern in English **BLOCK LETTERS.** 由實習生以英文正楷填寫。） |

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| Name in English英文姓名(Surname first姓氏先行)(same as HKID香港身分証上的姓名) |       | Name in Chinese中文姓名 |       |

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| Programme Attending現修讀的課程 |  (Concentration:       ) |  |        |  |       |  |       |

 Year年級 Student ID學生編號 Recent GPA最近平均點

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| Contact Info.聯絡資料 |       |  |       |  |       |

 Home Telephone住宅電話 Mobile手提電話 Email電郵地址

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| Address住址 |       |

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| Are you a permanent resident of the HKSAR?你是否香港特別行政區永久居民? | [ ]  |  Yes 是 | [ ]  |  No HK ID / Passport No. 否 香港身分証 / 護照號碼 |       |

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| Recruiting Dept/Unit招聘部門/單位 |       |  Position Undertaken實習職位 |       |
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| Internship Period\*實習期 | From\_      /       /      \_ to \_      /       /       (dd/mm/yyyy)  | Total No. of Hours:總實習時數 |       |

**\* *The contract period to be stated on the Letter of Appointment may be different from the period above, and the end date would be 23 Aug to allow flexibility.***

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| How do you know about the vacancy for which you are applying?你是怎樣得悉以上職位空缺?  | [ ]  | JINESS  | [ ]  | Others:其他: |       |
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| **B. DECLARATION**聲明 |
| I DECLARE that the information given in support of this application is accurate and complete. I am aware that the University reserves the right to cancel my internship at any time if the information given in this application is found untrue or incomplete.本人聲明所提供的所有申請資料，均屬正確，並無遺漏。本人得悉若有虛報或資料不全，校方有權在任何時候取消本人的實習資格。

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| [ ]  | I undertake that I shall NOT work for more than one office/department under the same period (under any schemes) and shall NOT work for more than 15 hours a week during fall/spring term (1 Sep to 31 May) nor 44 hours a week during summer term (1 Jun to 23 Aug). 本人聲明清楚學生不能同時受聘多於一個部門，並在學期內 (9月1日至5月31日) 每星期工作不應超過15小時及暑期內 (6月1日至8月23日) 每星期工作不應超過44小時。 |

Please tick **ONE** of the declarations below:

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| [ ]  | I declare that I am NOT under any contract (letter of appointment) **currently** issued by HSUHK as a student helper/ student intern in this academicyear (till 23 August).本人聲明現正沒有在履行由香港恒生大學於這個學年（直至8月23日）為學生工作人員/ 實習生所發出的合約。 |
| [ ]  | I am notifying that I AM under a contract (letter of appointment) **currently** issued by HSUHK as a student helper/ student intern in this academicyear (till 23 August), but I have ended my service on \_ \_ (end date) for \_ \_ (office/ department) before taking up this new internship position. 本人現正在履行由香港恒生大學於這個學年為學生工作人員/ 實習生所發出的合約（合約期直至8月23日），但接受這份新實習工作前，已於\_ \_ （日期）完成\_ \_ （部門）所委派的工作。 |

Student Intern’s Signature實習生簽名: Date日期: \_ \_ |

**Notes注意:**1) The completed confirmation form should be handed to the recruiting unit. 實習生須把填妥的確認表交回招聘部門。

2) Applicants must be Hong Kong permanent residents or have immigration approval to work in Hong Kong. Non-local students have to submit their copy of “No Objection Letter” (NOL) issued by the Immigration Department with this application form. 申請人須為香港永久性居民或已獲入境處批准在港工作的恒大學生，非本地學生於遞交此申請表時連同由入境處發出的｢不反對通知書｣副本一并遞交。

3) Personal data collected will be used for recruitment purpose only. 所收集的個人資料將只用於招聘及僱用有關的用途。

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| **For Recruiting Department/ Unit Use**由招聘部門/ 單位填寫 |
| Please put a ‘✓’ in the appropriate boxesFull name of Recruiting Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Selection based on: □ CV screening □ Interview held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) CIS Ref. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff-in-charge’s remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff-in-charge’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Important notes:*** *1) Appointment should NOT be made to students who are working under other offices/units in HSUHK in the same period of time.*  |
| Endorsed by Recruiting Department/Unit Head: □ Approved □ Others Name (in block letters): Signature: Date:  |