**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 |  | | |
|  |  | | | | |
| 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: |  |
|  | | | | | | |
| **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。   |  |  | | --- | --- | |  | 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:   |  |  | | --- | --- | |  | I declare that I am NOT under any contract (letter of appointment) **currently** issued by HSUHK as a student helper/ student intern in this academic  year (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 academic  year (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 boxes  Full 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: |