

**Post-Secondary Student Summer Internship Programme
Request Form**

Name of invited Institution: Hong Kong Chu Hai College

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Correctional Services Department

No. of Interns to be Recruited: 24 No. of Nominations: 4

Description of Internship Programme: Summer interns will be responsible for assisting in one or some of the following areas: (a) conducting researches of various areas including but not limited to psychology, rehabilitation, education, human resources and physical education provided by the Department; (b) reviewing various services provided by the Department and exploring feasibility for services enhancement; and (c) cooperating with non-government organizations or charitable organizations for the provision of rehabilitation services, etc.

Programme Commencement Date: Early July 2023 Allow Flexible Commencement Date: Yes / No

Period of Internship: July to August 2023 (about 8 weeks) Working Hours: 44 hours per week

Office Venue: Any office venue of Correctional Services Department Allowance per Month: HK\$11,200

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: No special requirement.

Year of Study: Students currently enrolled in full-time courses of post-secondary institution.

Final year students may also apply as long as they can commit to serve until the end of the programme.

Specific Knowledge/Skills: 1. Good command of written and spoken English and Chinese.

2. Good knowledge in computer applications, including MS Word, PowerPoint, Excel, etc.

Work Experience (if applicable): N/A

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): N/A

APPLICATION METHOD (may choose more than one as appropriate)

☒ By E-mail ☐ By JIJS

(By mail or by fax is also acceptable.)

☒ Submit Application Form for Post-Secondary Student Summer Internship Programme together with **a short essay not less than 300 words in English** specifying (i) the reasons for applying for the internship Programme and (ii) expected achievements upon participation of the programme through the Students Affairs Office / Career Centres of respective institutions.

☐ Submit Resume/Covering Letter & Resume/Others*: _____

Deadline for Application (DD/MM/YYYY): 24/04/2023 Require Selection Interview: **Yes** ~~No~~*