

**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): Environment and Ecology Bureau
(Environment Branch)

No. of Interns to be Recruited: 5 No. of Nominations: 2 nominees for 1 vacancy

Description of Internship Programme: Please see Appendix I

Programme Commencement Date: 26 June 2023 Allow Flexible Commencement Date: Yes/No*

Period of Internship: 26 June 2023 to 18 August 2023 Working Hours: 44 hours per week

Office Venue: Please see Appendix I Allowance per Month: HK\$11,200

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Please see Appendix I

Year of Study: Please see Appendix I

Specific Knowledge/Skills: Please see Appendix I

Work Experience (if applicable): Please see Appendix I

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): Please see Appendix I

APPLICATION METHOD (may choose more than one as appropriate)

☐ By E-mail ☐ By JIIS
(By mail or by fax is also acceptable.)

☐ Submit Application Form for Post-Secondary Student Summer Internship Programme

☒ ~~Submit Resume/Covering Letter & Resume~~/Others*: The application procedures as announced by the Student Affairs office / Career Centre.

Deadline for Application (DD/MM/YYYY): 07.04.2023 Require Selection Interview: Yes/No*

RECRUITMENT SCHEDULE (for institution's reference only, action work plan may need to be adjusted)

Action	Estimated Date
Inviting applicants for selection interviews (if applicable)	May 2023
Conducting selection interviews (if applicable)	May 2023
Informing applicants of the results	Late May 2023
Commencement of internship	26 June 2023