

Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: Chu Hai College of Higher Education

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Housing Department
(Development and Construction Division)

No. of Interns to be Recruited: 1 No. of Nominations: N.A.

Description of Internship Programme: Please refer to Appendix I(A-1)

Programme Commencement Date: 1 June 2023 – 31 August 2023 Allow Flexible Commencement Date: Yes/No*

Period of Internship: 3 months Working Hours: 44 hours / week

Office Venue: Housing Authority Headquarters Allowance per Month: HK\$11,200

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study:
Bachelor Degree in Architectural Studies
(Post code: DCD/SI/A/1)

Year of Study: Have completed the first year of study and not be students graduating in 2023

Specific Knowledge/Skills: Please refer to Appendix I(A-1)

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 JIJIS
(By mail or by fax is also acceptable.)

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

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

Deadline for Application (DD/MM/YYYY): 7 April 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)	Early May 2023
Conducting selection interviews (if applicable)	Mid-May 2023 – Late May 2023
Informing applicants of the results	Late May 2023
Commencement of internship	Early June 2023