

Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: _____

1. The University of Hong Kong
2. The Chinese University of Hong Kong
3. The Hong Kong University of Science and Technology
4. The Hong Kong Polytechnic University
5. City University of Hong Kong
6. Hong Kong Baptist University
7. Lingnan University
8. The Education University of Hong Kong
9. The Hong Kong Academy for Performing Arts
10. Hong Kong Shue Yan University
11. Hong Kong Metropolitan University
12. The Hang Seng University of Hong Kong
13. Technological and Higher Education Institute of Hong Kong
14. Caritas Institute of Higher Education
15. Chu Hai College of Higher Education
16. Centennial College
17. Tung Wah College
18. HKU SPACE International College
19. Hong Kong Metropolitan University Li Ka Shing School of Professional and Continuing Education
20. Hong Kong Institute of Technology

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): _____
 Leisure and Cultural Services Department
 (Heritage & Museums Division /
 Film & Cultural Exchange Section /
 Hong Kong Film Archive)

No. of Interns to be Recruited: 5 No. of Nominations: 3 per institution

Description of Internship Programme: Please see the attached "Job Duties and Requirements of Summer Interns 2022".

Programme _____ Allow Flexible _____
 Commencement Date: 4 July 2022 (Tentative) Commencement Date: Yes/No*
 Period of Internship: 4 July 2022 to 31 August 2022 (Tentative) Working Hours: 44 hours per week
 Office Venue: Hong Kong Film Archive Allowance per Month: HK\$10,500

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: _____

Full-time Bachelor degree programmes of any disciplines

Year of Study: students who will advance to the second year or above in full-time Bachelor degree programmes of any disciplines in the 2022/23 school year; and are not be studying in or have just completed their final year of study before the summer internship period commences

Specific Knowledge/Skills: able to read and write both Chinese and English; proficient in Chinese typing and computer applications, such as MS Excel, MS Word, etc; and preferably with knowledge in Hong Kong films

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*~~: Application must be submitted to the following enquiry address/ e-mail via respective institutions
(For local students only)

Deadline for Application (DD/MM/YYYY): 26 April 2022 Require Selection Interview: Yes/No*