

Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: As per the mailing list

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Hong Kong Police
Crime Prevention Bureau

No. of Interns to be Recruited: 1 No. of Nominations: Around 5, more are welcome

Description of Internship Programme: Rejuvenating training materials, programme rundown, student handbooks, lesson plans, PowerPoint and other documents that might be used in classroom; Conducting research on the latest education methodology and crime prevention methods; Orientation will be provided to mentee in relation to effective training and learning.

Programme Commencement Date: July 2023 Allow Flexible Commencement Date: Yes/No*
1.5 months between July to August 2023 44 hours per week
 Period of Internship: (Subject to student's availability) Working Hours: Monday to Friday
 Office Venue: 6/F, Kowloon East Operational Base, No. 2 Siu Yip Street, Kowloon Bay Allowance per Month: HK\$11200

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Languages, Education, Translation, Chinese, English or any Arts/ Education/ Training-related subjects
 Year of Study: full-time students of post-secondary institutions
 Specific Knowledge/Skills: possess good knowledge in computer applications

Work Experience (if applicable): _____

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): _____

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

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

Deadline for Application (DD/MM/YYYY): 12 May 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)	2023-05-19 to 2023-05-22
Conducting selection interviews (if applicable)	2023-05-25 to 2023-05-31
Informing applicants of the results	Mid to late June 2023
Commencement of internship	Early July 2023