

## Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: \_\_\_\_\_

### **DETAILS OF INTERNSHIP PROGRAMME**

Name of Bureau/Department (Division/Section): Hong Kong Police Force  
Public Relations Wing  
Junior Police Call Section

No. of Interns to be Recruited: 2 No. of Nominations: -

Description of Internship Programme: To assist in planning and organizing the below JPC events and support in logistic arrangement and publicity work: -

- The STEM-Up HK Innovation and Technology Competition
- Junior Police Call Summer Camp 2023
- Cross-disciplined Forces Training Programme for Ethnic Minority Youth
- Mainland tours

Programme Commencement Date: 2023-07-03 to 2023-08-31 Allow Flexible Commencement Date: Yes/No\*

Period of Internship: 60 days Working Hours: 44 hours / week

Office Venue: 2/F, Ex-Wanchai Police Station,  
No. 123 Gloucester Road, Wanchai Allowance per Month: HK\$11,200

### **ELIGIBILITY REQUIREMENTS**

Course(s)/Field(s) of Study: Full-time students of post-secondary institutions from disciplines of Journalism Communication, New Media or Communication, Digital Design, Physical Education or Sports Science, Gerontology, Applied Aging Studies, Psychology or relevant programmes

Year of Study: No preference

Specific Knowledge/Skills: Knowledge in computer applications, digital design and social media platforms, skills in photo shooting and video production and be proficient in related software (e.g. Microsoft Word, Excel, PowerPoint)

Work Experience (if applicable): N/A

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

### **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): 14-05-2023 Require Selection Interview: Yes/No\*

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

<b>Action</b>	<b>Estimated Date</b>
Inviting applicants for selection interviews (if applicable)	Early-June 2023
Conducting selection interviews (if applicable)	Mid-June 2023
Informing applicants of the results	Mid-June 2023
Commencement of internship	Early- July 2023