

## Post-Secondary Student Summer Internship Programme Request Form

(Note: Please copy the request form to Civil Service Bureau at "csbappt@csb.gov.hk".)

Name of invited Institution: Hong Kong Chu Hai College

### **DETAILS OF INTERNSHIP PROGRAMME**

Name of Bureau/Department (Division/Section): Leisure Services Branch,  
Leisure and Cultural Services Department

No. of Interns to be Recruited: --- No. of Nominations: no more than two  
for each post

Description of Internship Programme: Please refer to Annexes

Programme Commencement Date: Please refer to Annexes Allow Flexible Commencement Date: Yes/No\*

Period of Internship: Please refer to Annexes Working Hours: 44 hours  
per week

Office Venue: Please refer to Annexes Allowance per Month: HK\$11,200

### **ELIGIBILITY REQUIREMENTS**

Course(s)/Field(s) of Study: Please refer to Annexes

Year of Study: Please refer to Annexes

Specific Knowledge/Skills: Please refer to Annexes

Work Experience (if applicable): ---

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): Please refer to Annexes

### **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): 14/5/2023 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)	June 2023
Informing applicants of the results	July 2023
Commencement of internship	July 2023