

## Post-Secondary Student Summer Internship Programme Request Form

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

### **DETAILS OF INTERNSHIP PROGRAMME**

Name of Bureau/Department (Division/Section): Labour Department  
(Boilers and Pressure Vessels Division)

No. of Interns to be Recruited: 2 No. of Nominations: 5

Description of Internship Programme: (Please refer to the invitation email)

|  |  |
|--|--|
| Programme Commencement Date: <u>05 July 2023</u>           | Allow Flexible Commencement Date: <u>Yes/No*</u>             |
| Period of Internship: <u>05 July 2023 - 31 August 2023</u> | Working Hours: <u>Monday to Friday<br/>9:00 am – 5:48 pm</u> |
| Office Venue: <u>Millennium City 6, Kwun Tong</u>          | Allowance per Month: <u>HK\$11,200</u>                       |

### **ELIGIBILITY REQUIREMENTS**

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

Engineering or related majors

Year of Study: Non-first /-final year students

Specific Knowledge/Skills: Good knowledge of Microsoft Word and Excel

Work Experience (if applicable): NIL

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

### **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\*: Academic Transcripts

Deadline for Application (DD/MM/YYYY): 18/04/2023 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) | 05/05/2023  |
| Conducting selection interviews (if applicable)              | Between the period from<br>11/05/2023 to 19/05/2023 |
| Informing applicants of the results                          | 05/06/2023  |
| Commencement of internship                                   | 05/07/2023  |