

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: _____ Local tertiary institutions concerned _____

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): _____ Water Supplies Department _____

No. of Interns to be Recruited: _____ 15 _____ No. of Nominations: _____ Each local tertiary institution to nominate at most 5 suitable students for each WSD post _____

Description of Internship Programme: _____ It aims to familiarise participants in the Programme ("interns") with the work of the Government in general and to provide interns with valuable work experience in their field of studies or interests. _____

Programme Commencement Date: _____ 3 July 2023 tentative _____ Allow Flexible Commencement Date: Yes/No* _____

Period of Internship: _____ Maximum 8 weeks _____ Working Hours: 44 hours per week _____

Office Venue: _____ Please refer to the Recruitment Notice _____ Allowance per Month: HK\$11,200 _____

ELIGIBILITY REQUIREMENTS

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

Year of Study: _____

Specific Knowledge/Skills: _____

Work Experience (if applicable): _____

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

Please refer
to the
Recruitment
Notice

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): _____ 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 / June 2023
Conducting selection interviews (if applicable)	June 2023
Informing applicants of the results	June 2023
Commencement of internship	July 2023