

**Hong Kong Economic and Trade Office**

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**Offer of Internship Opportunities under the**

**ASEAN Internship for University Students of Hong Kong Scheme - 2015**

1. **Information of the Host Organization**

Name of Host Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person and Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_(\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Business:

|  |  |  |
| --- | --- | --- |
|  Accounting | Entertainment/Hospitality/Tourism |  Multi-nature Conglomerates |
|  Aviation/Transport/Logistics |  Think-tank |  Pharmaceutical/Medical/Health |
|  Banking/Finance/Insurance |  Technology |  Property Development/Real Estate |
|  Construction |  Government-related agency/public  organization |  International organization |
|  Management Consulting |  Manufacturing |  Retail/Trading |
|  Education/ Training/Research |  Marketing/Market Research |  Telecommunication |
|  Engineering |  Media/Advertising/Public Relations |  Others (Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_) |

1. **Internship Arrangement**

Internship title/position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Interns to be Accepted: \_\_\_

Internship City and Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duration of internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Specifications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requirements on  
the interns : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(e.g. field and year of   
study of student, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
computer knowledge  
and relevant skills) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Language(s) required: Spoken language(s)

(Please tick where appropriate)

 *Cantonese*  *English*  *Putonghua*

 *Others:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Written language(s)

 *Chinese*  *English*  *Others:* \_\_\_\_\_\_\_\_\_\_

Working hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick to indicate your preference:

 Apart from local Hong Kong university students, we will also consider non-local/international university students of the participating Hong Kong Institutions for the vacanc(ies).

Please tick the corresponding box and specify the details if your organization would  
 provide any of the following which are **optional** under the scheme:

|  |  |  |  |
| --- | --- | --- | --- |
|  Accommodation |  |  Insurance |  |
|  Transportation |  |  Visa |  |
|  Others(e.g. meal) |  | | |

* Thank You! **-**