**Department of English and Communication
Work-Integrated Education**

**Employer Registration Form**

Department of English and Communication is now inviting companies to offer Work-Integrated Education (WIE) placements for our undergraduate. Interested companies are invited to fill in this registration form. Completed form should be returned to the Department via email margo.turnbull@polyu.edu.hk.

**SECTION A**

**Information collected in Section A of this form will be exclusively used for WIE administration^.**

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| --- |
| **ORGANISATION INFORMATION** |
| **Name of Company/Organization:** |  |  |
| **Address:** |  |  |
| **Website:** |  |  |  |  |
| **Tel:** |  | **Fax:** |  |  |
| **Nature of Business:** |  |  |
| **Number of Staff (Approx.) in HK:** |  |  |
|  |  |

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| --- |
| **CONTACT INFORMATION** |
| **Contact Person:** Dr. / Mr. / Mrs. / Ms. / Miss |  |  |
| **Position/Title:** |  |  **Department:** |  |  |
| **Tel:** |  |  **Fax:** |  |  |
| **Email:** |  |  |
|  |  |

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|  |  |  |  |  |
| **Company Chop with Signature** |  | **Name and Title** |  | **Date** |

**SECTION B**

**Information collected in Section B will be released to students for recruitment purpose^. Please put “ ✓“ in the box provided. \*required fields**

**Job Description**

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| **Company Name\*:**  |  |
| **Position Title\*:** |  |
| **Department\*:** |  |
| **Number of Vacancies\*:** |  |
| **Job Nature\*:** |

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| [ ] Full-time position (May-August or December) |
|  |  |  |
| [ ] Part-time position [ ] Graduate position  |

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| **Targeted students\*:** **Job start and end dates\*:** |  [ ]  Year 2 [ ] Year 3 [ ] Year 4 (final year)**From To (DD/MM/YYYY)** |
| **Working day(s) \*:** | [ ] Mon [ ] Tue [ ] Wed [ ] Thu [ ] Fri [ ] Sat [ ] Sun**or** [ ]  any \_\_\_\_\_\_\_day(s) per week  |
| **Working time\*:**  | From \_\_\_\_\_\_\_\_ a.m./p.m. To \_\_\_\_\_\_\_\_ a.m./p.m.   |
| **Number of hours per day\*:** |  a minimum of hour(s) per day |
| **Estimated total number of hours of the internship\* (Note: Only jobs involving 60 hours or more can be counted as Work-Integrated Education. For a job involving less than 60 hours, students may do it for gaining work experience.) :** | hours |
| **Location of Placement\*:** |  |
| **Allowance (if applicable)\*:** |  [ ] HK$ \_\_\_\_\_\_\_\_ per month/day/hour *(Please delete as appropriate)*  [ ] Nil |

**Major Responsibilities\*:**

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**Requirements/Qualification\*:**

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| **Application Method\*:**

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| --- | --- |
| **Closing date for application\*:** |  |
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| [ ] Apply directly to the company via email |
|  |  |

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| --- | --- |
| Contact person: | Dr / Mr / Mrs/ Ms / Miss |
| Title: |  |
| Email: |  |

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|  |  |  |
| [ ] Apply through the Department of English and Communication |

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**^Personal Information Collection Statement (“PICS”) for Employer Registration**

This is a personal information collection statement under the Personal Data (Privacy) Ordinance (“the Ordinance”)

1. Purpose of Collection

The personal data provided by you to the Department of English and Communication (“ENGL”), The Hong Kong Polytechnic University (“PolyU”) will be collected, retained, processed, used and transferred (within or outside of Hong Kong) for the following purposes:

• Recruiting students

• Administrating student’s Work-Integrated Education (“WIE”);

• Conducting statistical analysis, research, surveys, quality assurance and review;

• Facilitating communications between PolyU, your company and the student;

• Enabling PolyU to comply with any applicable procedures, laws, regulations or court orders (in each case whether in Hong Kong or overseas), to comply with any requests by any governments, statutory, regulatory or law enforcement authorities, and to comply with valid legal processes and ordinances obligations; and

• Other purposes directly relating to any of the above.

2. Requirement to Provide Data

You are required to provide the personal data. Failure to provide such data may lead to an invalid Intern Performance Appraisal.

3. Disclosure and Transfer of Personal Data

PolyU may transfer your personal data to relevant parties engaged in activities on behalf of PolyU within or outside Hong Kong in connection with any of the purposes set out in Section 1. Your personal data may be retained in an electronic database in order to facilitate the purposes set out in Section 1.

PolyU may disclose your personal data when required by law and in response to requests from law enforcement agencies, government departments or regulatory authorities or where required to protect PolyU’s rights or properties.

4. Access and Correction of Personal Data

You have the right to request access to and correction of your personal data held by PolyU. Any data access and correction requests according to the Ordinance should be made in writing to the Department of English and Communication, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong. A fee may be imposed for processing your data access request.

5. Privacy Policy Statement

You may refer to <https://www.polyu.edu.hk/en/privacy-policy-statement/> for the Privacy Policy Statement of PolyU.