

## Post-Secondary Student Internship Programme Application

Please read the following carefully before your complete and submit this application:

1. The information you provide in this form, including any subsequent changes, will be used for purposes in relation to your application for Internship in the Industrial Centre.
2. This Internship Programme is offered solely by the Industrial Centre of The Hong Kong Polytechnic University.
3. This Internship Programme takes reference to the terms and details of exemption for specified student interns and work experience students during a period of exempt student employment under the Minimum Wage Ordinance (Cap. 608). The full text of the Ordinance can be downloaded under the Bilingual Laws Information System of the [Department of Justice](#) website.
4. Duration of internship is subjected to the category of student employee (Student Intern / Work Experience Student) the candidate falls in.
5. The offering of internship is subject to the availability or needs of IC.
6. Candidate will be asked to provide other information/documents, including a statutory declaration and letter of confirmation from his/her education institution to IC if the internship is offered.

### 1. Personal Particular

Name (this should correspond with that on your HKID Card/Passport):

In English (surname first)	In Chinese (if any)
HKID Card/Passport <sup>^</sup> No: _____	Date of Birth (d/m/y): _____
Correspondence Address: _____	

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a Resident of Hong Kong?\*  Yes  No

*Post-Secondary Education:*

Institution	Programme	Year of Study	Mode of Study (Full-time / Part-time / Distance Learning)

*Employment Experience (if any):*

From Month/Year	To Month/Year	Name of Organization	Position & Description of Work

*Internship Experience (if any):*

From Month/Year	To Month/Year	Name of Organization	Description of Work

### 2. Internship Particular

Interested discipline(s)\*:  Additive Manufacturing  Building Services, Construction & Safety  
 Composites & Fabrication  Digital Manufacturing  
 Electronics & Intelligent Automation  Technical Services

Duration of Internship (proposed): \_\_\_\_\_  weeks  months

Available Period for Internship: (from) \_\_\_\_\_ (to) \_\_\_\_\_

Is Internship a requirement of your Academic Programme?\*  Yes  No

Will you apply this Internship (if successful) for WIE?\*  Yes  No

**3. Reason(s) for Application**

Please use separate paper(s) to illustrate or suggest why we should consider your application and what is/are your preference(s) of work.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*\*delete as appropriate*

**4. Submission of Application**

Please submit the completed application form to:

*Executive Officer (General Admin)  
Industrial Centre  
The Hong Kong Polytechnic University  
Hung Hom, Kowloon  
Hong Kong*

**For Office Use Only**

**Endorsement by Stream Leader**

Recommended Stream:     AM     BSCS     C&F     DM     EIA     TS

Comment of Stream Leader: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approval by DIC / ADIC**

Interview:     Required     Not required

Recommendation:  Application approved

    ▪ Stream/Supervisor^ assigned \_\_\_\_\_

    ▪ Subsistence Allowance     Yes \_\_\_\_\_     No

Application not approved

Application pending

Comment (if any): \_\_\_\_\_

I, the undersigned, do not have any association and/or relationship with the above candidate which may lead to an actual, potential or perceived conflict of interest

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Post (DIC/ADIC\*)

*^delete as appropriate*

*\*check as appropriate*