

Post-Secondary Student Internship Programme Application

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

- 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.
- This Internship Programme is offered solely by the Industrial Centre of The Hong Kong Polytechnic University.
- 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.
- Duration of internship is subjected to the category of student employee (Student Intern / Work Experience Student) the candidate falls in.
- The offering of internship is subject to the availability or needs of IC.
- 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 [^] 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
Hunghom, 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*