



APPLICATION FORM FOR SUMMER INTERNSHIP
暑期實習職位申請表

Expected Hourly Salary 期望時薪		Date Available 可到職日期	
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PERSONAL PARTICULARS 個人資料

Name in Chinese 中文姓名			
Name in English 英文姓名	Surname 姓氏	Given Name (in full) 名字	
Mobile No. 流動電話			
E-mail 電郵地址			
Residential Address 所住住址			

EDUCATION (in chronological order) 學歷 (按獲取資格先後順序列出)

Name of School / College / Institute / University Attended 就讀學院名稱	Major 主修	Level attained / Level to be attained 所達到 / 將達到程度	Date obtained / Date to be obtained 已獲取 / 將獲取資格日期

WORK EXPERIENCE (in chronological order) 工作經驗 (按任職先後順序列出)

From 由 Month / Year 月 / 年	To 至 Month / Year 月 / 年	Name of Organization 機構名稱	Position 職位	Nature of work 工作性質

LANGUAGE PROFICIENCY 語文能力

	Speaking 說話	Reading and Writing 讀寫
Cantonese 廣東話	☐ Fluent 流暢 ☐ Good 良好 ☐ Fair 一般	☐ Fluent 流暢 ☐ Good 良好 ☐ Fair 一般
English 英語	☐ Fluent 流暢 ☐ Good 良好 ☐ Fair 一般	☐ Fluent 流暢 ☐ Good 良好 ☐ Fair 一般
Mandarin 普通話	☐ Fluent 流暢 ☐ Good 良好 ☐ Fair 一般	☐ Fluent 流暢 ☐ Good 良好 ☐ Fair 一般

PRIORITY OF INTEREST (Please rank 1 to 5 in order of your priority of interest 請按興趣由1至5排列, 1為最感興趣)

Admissions 招生處	Primary Office 小學辦公室
Co-curricular Activities 聯課活動	Project and Facilities Management 設施及管理
Finance 財務	Pre-School 幼稚園
Finance – Procurement 採購	Resources Room 資源室
Foundation Development 基金發展	Secondary Office 中學辦公室
Human Resources 人力資源	Shuyuan 書院 (Assist with Biotech 協助生物技術)
Information Technology 資訊科技	Shuyuan 書院 (Assist with Makerspace 協助創客空間)
Library 圖書館	Science Lab 科學實驗室

AVAILABILITY 可上班時間 (Please tick the desired time slot 請剔選可上班時段)

	Monday 星期一	Tuesday 星期二	Wednesday 星期三	Thursday 星期四	Friday 星期五
A.M. 上午					
P.M. 下午					
Full Day 全日					

REFEREES 推薦人 (Has to be your current or previous direct supervisor 必須是你的現任或前任直屬上司)

- **Applicants who are still studying, or have no working experience are allowed to fill in professors as referees**
沒有工作經驗或正在就讀學生可填寫教授為推薦人
- **We will not reach out to your referees without prior consent from you** 我們不會在未經同意的情況下進行背景調查

Name 姓名	Telephone No. 電話	Email Address 電郵地址	Company 公司	Position 職位	Relationship 關係

PERSONAL INFORMATION COLLECT STATEMENT 收集個人資料聲明

1. The personal data collected in this application form will be used by The Independent Schools Foundation Academy ("The ISF Academy") for recruitment proposes. 此表格收集之個人資料只用作弘立書院之招聘用途。
2. All information given in this form will be treated in strict confidence. 所有申請資料絕對保密。
3. All the unsuccessful applications will be disposed of as soon as practicable and not later than one year after completion of the relevant recruitment exercises. 落選者的申請表會於招聘過程完成後一年內盡快銷毀。
4. Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and/or correction of your personal data in relation to your application, if you wish to do so, please contact the Human Resource Office, Email address: hro@isf.edu.hk
根據個人私人條例，你有權要求查閱及更改所填報的個人資料，如你希望行使這權利，請與人力資源處聯絡，電郵地址：hro@isf.edu.hk

DECLARATION 聲明

1. I declare that all information given is true and accurate to the best of my knowledge. I understand that if I willfully give any false information or withhold any material information, my application with The ISF Academy will not be considered and I will face criminal prosecution. In the event that I was appointed by The ISF Academy, I shall render myself liable to immediate termination with the service of The ISF Academy.
本人謹聲明所有提供之資料全部正確無誤。本人明白如若故意虛報資料或隱瞞事實，本人的申請將不獲考慮並遭到刑事檢控；如本人已獲弘立書院錄用，弘立書院亦可即時終止本人之僱傭合約。
2. Do you have any criminal records in Hong Kong or elsewhere? ☐ Yes 有 ☐ No 沒有
你在香港或其它地方有沒有犯罪記錄？
If yes, please specify the details. 如有，請提供詳情。_____
3. Are there any reasons why you should not be working with children? ☐ Yes 有 ☐ No 沒有
是否有任何原因導致你不能從事與孩童有接觸的工作？
If yes, please specify the details. 如有，請提供詳情。_____
4. Are you legally permitted to work in Hong Kong? 你能否合法在香港從事任何僱傭工作？
☐ Yes, I have the right of abode in Hong Kong 能夠，本人擁有香港居留權：
(☐ Hong Kong Permanent Resident 香港永久居民 ☐ Visa Type 簽證類別：_____)
☐ Yes, I am on a dependent visa and authorized to work in Hong Kong 能夠，我持有受養人簽證並有權從事任何僱傭工作。
☐ No, I need my employer to sponsor me for a work visa 不能夠，僱主需要提供工作簽證申請。
5. Do you have any friends or relatives working in The ISF Academy?
是否有親友正在弘立書院工作？ ☐ Yes 有 ☐ No 沒有
If yes, please specify the details. 如有，請提供詳情。_____

Signature 簽署：_____

Date 日期：_____