**Chu Hai College of Higher Education**

**Faculty of Business**

# Summer Internship Programme 2017

**Student Application Form**

Notes to applicants:

1. All information given in this form will be treated in STRICT CONFIDENCE.
2. This form will serve as the standard CV to the participating organizations.
3. Forms without sufficient information will not be processed.

**Personal Particulars *(****\* Please delete as appropriate.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name in English**  **(**\* Mr. / Miss ) | | | **Name in Chinese** |
| **Student ID No.** | **Year of Study** | | **Cumulative GPA (1st Term of 2016-17)** |
| **\* Programme of Study**  Bachelor of Commerce (Hons) - Accounting and Banking  Bachelor of Business Administration (Hons)  Bachelor of Business Administration (Hons) in Finance | | | |
| **\*Hong Kong I.D. Card / Passport No.** | | **Date of Birth (dd/mm/yyyy)** | |
| **Mobile Phone No. (Required)** | | **Chu Hai College Email Address (Required)** | |
| **Correspondence Address** | | | |

**Education / Qualification / Special Training:** *(in reverse chronological order)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (mm/yyyy)** | | **Name of School / Institution / Organization** | Certificate Awarded |
| **From** | **To** |
|  | now | Chu Hai College of Higher Education | (in progress) |
|  |  |  |  |
|  |  |  |  |

**Working Experience:** *(in reverse chronological order)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date (mm/yyyy)** | | **Name of Employer** | **Position Held** | **Job Duties** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Extra-Curricular Activities: (e.g. Student Union / Student Society / Volunteer Work)**

*(in reverse chronological order)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (mm/yyyy)** | | **Name of Organization** | Position Held / Activity Details |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Skills:**

|  |  |
| --- | --- |
| **Language** |  |
| **IT** |  |

**Interests:**

|  |
| --- |
|  |

**Others (if applicable):**

|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  | Applicant’s Signature |  | Date |  |

**Personal Information Collection Statement:**

1. The personal data provided in this form will be treated confidentially and will be used for administrative purpose of the Summer Internship Programme 2017 only. The personal data collected will be handled by staff of the Faculty of Business of the Chu Hai College of Higher Education, and may be provided to relevant companies/organizations under the Internship Programme for the purpose of recruitment.
2. Applicants have the right to request access to and correction of their personal data under the Personal Data (Privacy) Ordinance. If you wish to access or correct your personal data, please contact Ms. Zoe Chow of the Faculty of Business ([zoechow@chuhai.edu.hk](mailto:zoechow@chuhai.edu.hk)).