



2016 BPA Internship Application Form

In order to be considered for an internship, please submit a signed and completed application form along with your self-introduction of 500 words.

Personal Particulars

Name (in Chinese)	Phone No. (Mobile)	
	(Home)	
(in English)		
Home Address	E-mail address	
	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth (<i>dd/mm/yy</i>)	Place of Birth	
HK Identity Card No.	Nationality	

Education

University currently attending	Departments, Faculties & Schools		
		Current year of study:	
		Total years of study:	

Education before University (In chronological order)

Schools, colleges, Universities, etc. attended	Class attended	From (<i>mm/yy</i>)	To (<i>mm/yy</i>)



Academic Attainment (in chronological order) (state with GPA achieved)

Academic/ professional qualifications	Date attained (mm/yy)	Subjects passed and grade/ level attained

Employment Record (Including Part-time Job) (in chronological order)

Name of Firm	Position	Salary	From (mm/yy)	To (mm/yy)

Personal Qualities

Language skills (Written):	<input type="checkbox"/> Chinese Excellent / Good / Normal	<input type="checkbox"/> English Excellent / Good / Normal		
Language skills (Spoken):	<input type="checkbox"/> Cantonese Excellent / Good / Normal	<input type="checkbox"/> English Excellent / Good / Normal	<input type="checkbox"/> Mandarin Excellent / Good / Normal	
Computer skills:				
Microsoft Office	<input type="checkbox"/> Word	<input type="checkbox"/> Excel	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Access
Webpage Design	<input type="checkbox"/> Frontpage	<input type="checkbox"/> DreamWeaver	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Flash
Graphic Design	<input type="checkbox"/> Photoshop	<input type="checkbox"/> Illustrator	<input type="checkbox"/> InDesign	<input type="checkbox"/> PageMaker
Word Processing	<input type="checkbox"/> English	<input type="checkbox"/> Chinese		
Other softwares				



Community/ Professional organizations, honors and awards:

Personal strength(s)

Internship Program Applied For

<input type="checkbox"/> June to July 2016	From _____	To _____	Full Time
<input type="checkbox"/> July to August 2016	From _____	To _____	Full Time

Remarks: Students must work in full-time during summer

Declaration

1. I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.
2. I have read through the notice issued by Business and Professionals Alliance for Hong Kong. I fully understand the purpose(s) for collecting my personal data and their use.
3. I authorize Business and Professionals Alliance for Hong Kong to disclose relevant data that I have provided to the person(s) and organization(s) as stated for the above purpose(s) , and I hereby give my consent to Business and Professionals Alliance for Hong Kong delegate to obtain information regarding my employment and conduct for the consideration of my job application.

Date

Signature of Applicant:

For office use only

Rec'd date:

Ref No.: