



## 2017 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

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

### 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 2017	From _____	To _____	Full Time
<input type="checkbox"/> July to August 2017	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.: