

Application form for the Post of Summer Intern

Personal particulars

Name in English
(as shown on HKID Card)

Other English name
(if any)

Name in Chinese
(as shown on HKID Card)

HKID card no.
(first four digits, e.g. A123)

Daytime contact no.

Email address

Residential address

Education and qualification (in descending chronological order)

University / college attending	Programme – Year of study (e.g. Bachelor of Business Administration – Year 1)	Major of study	CGPA	Date (Month / Year)	
				From	To (Completion date / expected completion date)

Employment record (in descending chronological order)

Name of company / organization	Position held	Key job duties	Full-time / Part-time	Date (Month / Year)	
				From	To

Extra-curricular activities (in descending chronological order)

Name of organization / activity	Position held	Key role of the position	Date (Month / Year)	
			From	To

IT Skills (Please choose the appropriate box(es).)

- | | | | |
|---|-----------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> MS Word | <input type="checkbox"/> Beginner | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> MS Excel | <input type="checkbox"/> Beginner | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> MS PowerPoint | <input type="checkbox"/> Beginner | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Chinese Word Processing | <input type="checkbox"/> Beginner | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Video Editing Software (please specify: _____) | <input type="checkbox"/> Beginner | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| <input type="checkbox"/> Others (please specify) _____ | <input type="checkbox"/> Beginner | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |

Other information (More than one box can be chosen, if applicable)

Do you prefer outdoor or indoor duties?

- ☐
- Outdoor
- ☐
- Indoor
- ☐
- No Preference

Period(s) available for internship:

- ☐
- 17 June – 16 August 2024
-
- ☐
- Others (please specify): _____

**Note: Priorities will be given to the applicants who are available between 17 June – 16 August 2024*

Availability for interview:

Selection interviews will be arranged from early to mid-May 2024 tentatively. Please indicate the date(s) (and specify AM or PM if applicable) that you are **not available** for interview during the period:

Where did you learn from this position?

- ☐
- MPFA Website
- ☐
- JJIS / JIS / JINESS
- ☐
- University's job board
- ☐
- LinkedIn
-
- ☐
- Referred by staff of MPFA or its subsidiary (please specify the name, division / department and the relationship: _____)

Have you ever been found guilty of an offence in a court of law, whether or not in Hong Kong?*

- ☐
- Yes
- ☐
- No

If Yes, please give details.

** You may refer to the Rehabilitation of Offenders Ordinance (Cap.297) under the Laws of Hong Kong in case of doubt on whether or not to report a particular offence in this form. A criminal conviction is not necessarily a barrier to appointment.*

I hereby acknowledge receipt of a complete copy of the **MPFA's Personal Information Collection Statement for Job Applicants** (in the next page).

I understand that if I wilfully give any false information in this application form or withhold any material information, I shall render myself liable to dismissal if appointed to the service of the MPFA or its subsidiary.

Signature: _____

Date: _____

Note: Applicants not invited for interview by 30 June 2024 may assume that their applications are not successful and all applications will not be retained for more than two years.



**強制性公積金計劃管理局 (積金局) 之
收集職位申請人 (申請人) 個人資料聲明**

**Mandatory Provident Fund Schemes Authority (MPFA)'s
Personal Information Collection Statement for Job Applicants**

申請人向積金局提供個人資料前，請先細閱本聲明。

Please read this statement before you provide any Personal Data to the MPFA.

- (1) 申請人必須向積金局提供準確及完整的個人資料。如未能向積金局提供所需資料，或提供的資料不正確或不完整，將會對申請人受僱於／可能受僱於積金局或其附屬公司／在積金局或其附屬公司工作的事宜構成影響。

When you provide your Personal Data to the MPFA, please make sure that the data is accurate and complete. If you fail to provide the MPFA with the information required or if the information provided is inaccurate or incomplete, your employment / prospective employment / work with the MPFA or its subsidiary will be affected.

- (2) 申請人向積金局提供的個人資料可能會提供予以下各方：

- 積金局或其附屬公司的恰當人士；
- 為處理申請人受僱於／可能受僱於積金局或其附屬公司／在積金局或其附屬公司工作的事宜而需要索取申請人個人資料的政府部門或其他有關機構或人士；
- 積金局或其附屬公司為遵守某些法例規定而須向其提供申請人的個人資料的有關政府部門／當局或團體（包括但不限於稅務局及勞工處），以供其用於該等法例所訂明的用途；或
- 在積金局或其附屬公司的事務或人力資源職能方面，與積金局或其附屬公司有業務往來的組織、機構、團體及人士。

Please also note that the Personal Data you provided to the MPFA may be made available to:

- appropriate persons in the MPFA or its subsidiary;
- the Government or other relevant organizations or parties who require it for matters related to your employment / prospective employment / work with the MPFA or its subsidiary;
- any relevant government departments / appropriate authorities or bodies, including but not limited to, the Inland Revenue Department and the Labour Department, when the MPFA or its subsidiary is required to provide it under certain legislation for use for the purposes of that legislation; or
- organizations, bodies and persons with which or whom the MPFA or its subsidiary has dealings in connection with its affairs or human resources functions.

- (3) 除上文所述外，積金局只會就下列用途使用、披露或轉交申請人向積金局提供的個人資料：

- 用於與申請人受僱於／可能受僱於積金局或其附屬公司／在積金局或其附屬公司工作有關的用途；或
- 法例容許或規定的用途。

In addition to the above, the MPFA will only use, disclose or transfer the Personal Data you provided to the MPFA:

- for those purposes relating to your employment / prospective employment / work with the MPFA or its subsidiary; or
- where permitted or required by law.

- (4) 積金局使用申請人的個人資料作其他用途前，會先徵詢申請人的同意。

The MPFA will obtain your consent before using your Personal Data for any other purposes.

- (5) 根據《個人資料（私隱）條例》（第 486 章），申請人有權查閱及／或更正已向積金局提供的個人資料。如有需要，請向積金局人力資源處高級經理提出書面申請。積金局辦事處的地址為香港葵涌葵昌路 51 號九龍貿易中心 1 座 8 樓。

You have the right to access and / or correct the Personal Data provided to the MPFA as set out in the Personal Data (Privacy) Ordinance (Cap. 486). Please raise your request by writing to Senior Manager of Human Resources Department of the MPFA at Level 8, Tower 1, Kowloon Commerce Centre, 51 Kwai Cheong Road, Kwai Chung, Hong Kong.