



To 致： Vocational Training Council 職業訓練局
Fax 傳真：2832 9443 Email 電郵：instalent@vtc.edu.hk

“Summer Internship Programme” – Insurance Industry 保險業 – 「暑期實習計劃」

APPLICATION FORM FOR INTERNS – 2017 INTAKE

實習生申請表格 – 2017年

(Application deadline: 21 April 2017 截止申請日期: 2017年4月21日)

- Notes: (i) Please read the “Programme Information” carefully before completing this application form (“Form”).
注意：填寫此申請表格（“表格”）前請細閱《計劃詳情》。
- (ii) Please complete this Form in **BLOCK LETTERS** using black or blue pen.
請用黑色或藍色筆以**正楷**填寫本表格。
- (iii) The applicant shall submit the ORIGINAL completed Form together with the following supporting documents: (a) a photocopy of the applicant’s Hong Kong Identity Card; (b) a photocopy of the applicant’s student identity card; (c) a photocopy of academic transcripts of the applicant; (d) a curriculum vitae of the applicant; and (e) cover letter(s).
填妥的申請表格正本須連同以下申請人的文件遞交：(a)香港身份證副本；(b)學生證副本；(c)成績副本；(d)履歷表；及(e)求職信。

I wish to participate in the “Summer Internship Programme – Insurance Industry” (“SIP”) organised by Vocational Training Council (“VTC”). In consideration of the processing of my application, I hereby undertake to, at the time of my application and if my application is approved (as appropriate), comply with the “Terms & Conditions” of SIP set out in the Appendix I to this Form (to the extent they concern my obligations as an intern) and any other conditions subject to which the approval is given.

本人欲參與職業訓練局（“職訓局”）舉辦的保險業「暑期實習計劃」（下稱“暑期實習計劃”）。為處理本人之申請，本人在此承諾，在本人申請時及如本人的申請予以批准時（如適用），本人承諾同意遵守暑期實習計劃所列於此表格附件一的條款及細則（與本人作為實習生的相關責任範圍內），以及所有於申請獲准後的其他附帶條款。

Applicant information 申請人資料

Name 姓名:	Chinese (中文)	先生／女士／小姐*		
	English (英文)	(姓 Surname)	(名 Given Name)	Mr/Ms/Miss*
HKID Card No. 香港身份證號碼:	Date of Birth 出生日期:		(dd/mm/yyyy)	
Telephone No. 電話號碼:	Mobile Phone No. 手提電話號碼:			
Email Address 電郵地址:				
Correspondence Address 通訊地址:				

* Delete as appropriate 請刪去不適用的項目

Job preference 工作選擇

Please prioritise your job preference with priority 1 to 3 (1 being the highest priority). The job vacancy information is available at www.instalent.org.hk. Job mapping and job interview shall be conducted by VTC and the participating employer respectively according to the priority indicated in the table below if your application is approved.

請以優先次序1至3（1為最優先）填寫閣下欲申請的職位，職位資料可於www.instalent.org.hk瀏覽。若閣下的申請予以批准，職訓局及參與僱主將根據下列所填寫的優先次序安排工作配對及入職面試。

Priority 次序	Company Name 公司名稱	Position 職位
1		
2		
3		

Academic qualifications 學歷資料

Name of Institute

院校名稱： _____

Faculty

學系： _____

Year of Study

修讀年級： _____

Major

主修學科： _____

Declaration 聲明

I declare that the information provided in this Form is accurate and complete to the best of my knowledge. I understand that if I knowingly provide any information in this Form that is misleading, false or inaccurate, or is reckless as to whether the information is misleading, false or inaccurate, my application for participating in SIP will not be further processed or, if the approval for my application is already granted, the same may be withdrawn without further notice.

本人聲明就本人所知，本申請表內所填報的各項資料均屬正確。本人明白如故意提供誤導性、虛假及不準確資料，或是罔顧該資料在要項上是否具誤導性、虛假或不準確，本申請將不獲處理，即使申請已獲接納，本人亦有可能被終止參與此計劃，而無須另行通知。

I understand and accept that the information given above would be provided to VTC, the Financial Services and the Treasury Bureau and the participating organisations of SIP¹ (hereafter collectively referred to as “Data Users”) to process my application herein (e.g. qualification and integrity checking).

我明白並同意上述資料或會送交職訓局、財經事務及庫務局及暑期實習計劃之參與機構¹（以下統稱“資料使用者”）以處理本人的申請（例如查核資歷及品行等）。

¹ Participating organisations of SIP are the three self-regulatory organisations of the insurance sector (i.e. the Insurance Agents Registration Board (including the Hong Kong Federation of Insurers), the Hong Kong Confederation of Insurance Brokers and the Professional Insurance Brokers Association) with which VTC collaborates to promote SIP, as well as the member companies of those three organisations.

暑期實習計劃之參與機構包括與職訓局協力推廣此計劃的三個自律規管機構（即保險代理登記委員會，包括香港保險業聯會、香港保險顧問聯會及香港專業保險經紀協會），及其屬下之會員機構。

Signature by Applicant 申請人簽署

Date 日期

Handling of information 個人資料處理

1. The personal data (“**Data**”) requested in this Form covers the information the applicant provides in this Form and in other supporting documents submitted with this Form as specified under note (iii) on the first page of this Form, as well as any other additional information that may be requested in connection with this application (paragraph 6 below refers).
本表格所要求的個人資料 (“**資料**”) 包括申請人於本表格及其他於本表格第一頁注意事項(iii)所列的文件中所提供的資料，以及與此申請相關的其他附加資料（見此下第 6 段）。
2. The Data are collected by the Data Users for processing the applications to participate as interns under SIP, an initiative under the pilot programme on enhancing talent promotion and training for the insurance sector. The Data will be treated as confidential and will be used for the purposes set out in this Form only.
資料由資料使用者收集以用作處理保險業人才培訓先導計劃下的暑期實習計劃實習生申請事宜，所有資料將予絕對保密，並只用作此表格所列明之用途。
3. The Data will be used by the Data Users for the following purposes:
資料使用者將應用資料於下列用途：
 - (a) processing the applications to participate as interns under SIP and all other purposes arising from or incidental to it, including matching of the Data provided against other databases currently held by VTC;
所有與處理暑期實習計劃實習生申請及其他由此所產生或附帶的事宜，包括與職訓局資料庫的資料配對；
 - (b) providing information of the activities under SIP to interns and employers as potential applicants to participate in SIP and to other members of the public;
為暑期實習計劃的潛在申請人，即實習生及僱主，以及其他公眾人士提供與暑期實習計劃相關的活動資料；
 - (c) compiling statistics and conducting research for operation of SIP; and
為暑期實習計劃進行統計及研究；及
 - (d) any other legitimate purposes as may be required, authorised or permitted by law.
因應法律所須的合法用途。
4. The Data may be disclosed to Government bureaux and departments and other organisations for the purposes mentioned in paragraphs 2 and 3 above or where such disclosure is required, authorised or permitted by law.
資料或會因應上文第 2 及第 3 段所述的用途，或在法例授權或規定須予以披露的情況下，披露予相關政府決策局、部門及其他機構。
5. If necessary, the Data Users will contact the applicant, Government bureaux and departments and other organisations to cross-check the Data provided with those held by them for the

purposes mentioned in paragraphs 2 and 3 above. By signing this Form, the applicant accepts that his/her Data will be used for such purpose where necessary.

如有須要，資料使用者將聯絡申請人、政府決策局、部門及其他機構等，以核實此等機構所持有的資料作上文第2及第3段所述的用途。申請人在此表格上簽署，代表申請人已同意資料在須要時可用作該等用途。

6. The provision of all Data and any other additional information as may be requested by the Data Users in connection with this application is obligatory. Data Users will be unable to process this application if the Data or any other information requested is not provided, is incomplete or if it is unclear from the information and/or supporting documents provided by the applicant that he/she is eligible to apply for SIP (see the paragraphs under “Persons who are eligible to apply” in the Appendix I). The applicant’s provision of misleading, false or inaccurate information knowingly, or he/she being reckless as to whether the information provided is misleading, false or inaccurate will lead to the discontinuation of processing of this application or, if the approval for this application is already granted, the same may be withdrawn without further notice.

申請人必須提供此申請所須的個人資料及附加資料。申請人如未能提供所須資料，或所填寫的資料未能清楚顯示申請人具備暑期實習計劃所規定的條件（請參閱附件一中“符合資格的申請人”一段），或故意隱瞞或虛報資料，將導致無法處理此申請，甚至撤銷已獲准的申請而無須另行通知。

7. The Data of the unsuccessful applicants and any other additional information they provide for this application will normally be destroyed within 36 months after the completion of the recruitment exercise (i.e. for 2017 intake under this application, the recruitment exercise is deemed to complete by the end of May 2017. Accordingly, the Data of the unsuccessful applicants of this 2017 intake and any other additional information they provide for this application will normally be destroyed by end of April 2020).

在一般情況下，未獲取錄的申請人資料及其他就此申請而提交的附加資料，將於招聘活動完成後的三十六個月內全部銷毀（即 2017 年的申請，其招聘活動將於 2017 年 5 月底完結。2017 年的申請人如未獲取錄，其因應申請所提交的資料及其他附加資料在一般情況下將於 2020 年 4 月底銷毀）。

8. Applicants have the rights to request access to and to request the correction of the Data. Such requests may be made in writing to: Secretariat of the Pilot Programme to Enhance Talent Training for the Insurance Sector, c/o PEAK, Vocational Training Council, 9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong.

申請人有權查閱或更正其資料。如欲查閱或更正資料，請以書面形式郵寄至『香港灣仔活道 27 號職業訓練局大樓 9 樓「提升保險業人才培訓先導計劃」秘書處』。

“Summer Internship Programme” – Insurance Industry (2017 Intake)
保險業 – 「暑期實習計劃」 (2017年)

Terms & Conditions for the Applicant 申請人條款及細則

The applicant undertakes to comply with the following terms and conditions (to the extent they concern the applicant’s obligations as an intern, and other than paragraph 1 in this Appendix) if his/her application is approved. The applicant shall comply with the terms and conditions in paragraph 1 in this Appendix at the time of making this application:

申請人的申請若予以批准，必須遵守下列條款及細則（與實習生相關的責任範圍內，以及此附件的第一段除外）。申請人於申請時亦必須遵守此附件第一段所列之條款及細則：

Persons who are eligible to apply 符合資格的申請人

1. The applicant is:

申請人必須為：

- (i) a permanent resident of the Hong Kong Special Administrative Region (as defined in the Immigration Ordinance (Chapter 115 of the laws of Hong Kong)) and lawfully employable in Hong Kong; and
香港特別行政區永久性居民（根據香港法例《入境規例》（第115章）的定義）及可在香港合法受僱；及
- (ii) a non-final year undergraduate student who enrolled in a full-time accredited programme provided by a local education institution²;
就讀本地教育機構²提供的全日制經評審學士學位課程的非應屆畢業生；

2. The applicant shall attend the job interview(s) to be conducted by the participating employer of SIP;

申請人須參加由參與僱主安排的人職面試；

² Local education institutions included: The Education University of Hong Kong, University of Hong Kong, The Hong Kong Polytechnic University, The Chinese University of Hong Kong, Hong Kong Baptist University, City University of Hong Kong, The Hong Kong Academy for Performing Arts, The Hong Kong University of Science and Technology, The Open University of Hong Kong, Lingnan University, Approved post-secondary colleges registered under the Post Secondary Colleges Ordinance (Cap. 320) (according to information as at May 2015, these approved post-secondary colleges include: Caritas Institute of Higher Education, Centennial College, Chu Hai College of Higher Education, Hang Seng Management College, HKCT Institute of Higher Education, Hong Kong Nang Yan College of Higher Education, Hong Kong Shue Yan University and Tung Wah College), bodies established under section 6(2)(h) of the Vocational Training Council Ordinance (Cap. 1130), schools registered or provisionally registered under the Education Ordinance (Cap. 279).

本地教育機構包括：香港教育大學、香港大學、香港理工大學、香港中文大學、香港浸會大學、香港城市大學、香港演藝學院、香港科技大學、香港公開大學、嶺南大學、根據《專上學院條例》（第 320 章）註冊的認可專上學院（截至 2015 年 5 月的資料，這些認可專上學院包括：明愛專上學院、明德學院、珠海學院、恒生管理學院、港專學院、香港能仁專上學院、香港樹仁大學、東華學院）、根據《職業訓練局條例》（第 1130 章）第 6(2)(h)條設立的機構，及根據《教育條例》（第 279 章）註冊或臨時註冊的學校。

Employment terms 僱用條款

3. The participating employer (“**Employer**”) shall enter into an employment contract of up to 59 consecutive days (“**Employment Contract**”), in accordance with the Minimum Wage Ordinance (Cap. 608), during the summer vacation in 2017 with the participating intern (“**Intern**”). Of note is, the Minimum Wage Ordinance (Cap. 608) does not apply to, such as, interns and work experience students during a period of exempt student employment. Accordingly, should a work experience student need to make a statutory declaration as regards the exempt student employment, please refer to Appendix II;

參與計劃的僱主（“僱主”）將與參與計劃的實習生（“實習生”）於2017年暑假期間（根據《最低工資條例》（第608章）規定）簽訂為期最多長達59天的連續期間的僱傭合約（“僱傭合約”）。須注意的是，《最低工資條例》（第608章）並不適用於包括實習學員，以及正處於獲豁免學生僱用期的工作經驗學員。就此，如工作經驗學員須就獲豁免學生僱用作出法定聲明，請參閱附錄二；

4. The Intern shall be entitled to annual leave, statutory holiday and other employee’s benefits in accordance with the Employment Ordinance (Chapter 57 of the laws of Hong Kong) and any other related and applicable laws of Hong Kong;
實習生的年假及法定假日及相關僱員福利將由僱主按《僱傭條例》（香港法例第57章）及相關的香港法例要求作出安排；
5. The Intern may be entitled to any other benefits or terms provided by the Employer in accordance with the Employer’s policy, subject to the compliance with the laws of Hong Kong;
其他聘用福利或條款或會根據僱主的政策予以實習生，有關條款必須符合香港法例的規定；

Implementation of SIP 計劃執行

6. SIP aims to expose interns to the middle- and back-office functions of the insurance industry, as well as to widen their horizon. If an intern is recruited for SIP in 2017, and if he/she applies in subsequent SIPs for the same position under an employer he/she has worked for, such application will not be accepted;
暑期實習計劃旨在讓實習生了解保險業內的中台及後勤職能，並鼓勵實習生作多方面的參與。如實習生成功在2017年暑期實習計劃獲得招聘，而在2018年或以後的暑期實習計劃再次申請曾任職的僱主所提供的同一職位，有關申請將不獲接納；
7. The Intern shall observe the clear working and learning objectives as provided by the Employer for the Intern in the workplace;
實習生須留意僱主為實習生在其職位上所制定的清晰工作及學習目標；
8. The Intern shall attain at least 80% of the contractual working hours/days as specified in the Employment Contract at the Employer’s workplace;
實習生在職場的出勤率須達到僱傭合約中所訂明的合約工作小時／日的至少80%；
9. The Intern shall be subject to appraisal by the Employer upon the completion of the Employment Contract using an appraisal form devised by VTC;
於僱傭合約結束時，僱主須就實習生的表現，填寫由職訓局提供的實習生表現評核表格；

10. Upon completion of the Employment Contract, the Intern shall complete a questionnaire and submit it to VTC for record;
於僱傭合約結束時，實習生須填寫由職訓局提供的計劃評估問卷，並交回VTC作記錄；
11. For the avoidance of doubt and notwithstanding anything herein to the contrary, neither VTC nor the Government shall have any obligation whatsoever in respect of the Employment Contract.
為免生疑問及與此附件所列不相符，職訓局及政府於僱傭合約中並無任何責任或義務。

**Specimen Content of statutory declaration made by a work experience student
for a period of exempt student employment**
工作經驗學員就獲豁免學生僱用期 作出的法定聲明內容樣本

I fully understand the meanings of “work experience student” and “exempt student employment” provided in section 2 and section 3 of the Minimum Wage Ordinance (Cap. 608) of the Laws of Hong Kong respectively.

I have entered into a contract of employment with [Name of employer, Example: ABC Trading Co. Ltd.] as the employer and I as a work experience student which contract is to commence on [date, Example: 1 June 2015], and I, [name of the work experience student, Example: CHAN Tai Man], of [Address, Example: Room xx, xx Building, Kowloon], solemnly and sincerely declare that:

I have not entered into any contract of employment commencing in [same year as the date mentioned above, Example: the year of 2015] in which any period has been treated as a period of exempt student employment; and

between the date of this declaration and the commencement date of this employment contract (both dates inclusive), I will not enter into any other contract of employment commencing from [same year as the date mentioned above, Example: the year of 2015] in which any period is to be treated as a period of exempt student employment.

本人明白「工作經驗學員」及「獲豁免學生僱用」分別在香港法例第 608 章《最低工資條例》第 2 條和第 3 條的定義。

本人以工作經驗學員身份與僱主 [僱主名稱，例子：ABC 貿易有限公司] 訂立僱傭合約，僱傭合約由 [年份及日期，例子：2017 年 6 月 1 日] 開始生效。

本人 [工作經驗學員姓名，例子：陳大文] 現居於 [地址，例子：九龍 xx 大廈 xx 室] ，謹以至誠鄭重聲明：

本人不曾訂立任何於 [例子：2013 年(須與上述僱傭合約期開始日為同一公曆年)] 開始的僱傭合約，而該合約期內的任何期間被視為獲豁免學生僱用期；及

本人在作出本法定聲明當日至上述僱傭合約開始日為止（包括首尾兩日）的期間內，將不會訂立任何其他於 [例子：2013 年(須與上述僱傭合約期開始日為同一公曆年)] 開始的僱傭合約，而該合約期內的任何期間被視為獲豁免學生僱用期。

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