



To 致： Vocational Training Council 職業訓練局
Fax 傳真：2893 5879 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 – 2020 INTAKE

實習生申請表格 – 2020年

(Application deadline: 27 March 2020 截止申請日期: 2020年3月27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) Applicant shall (A) submit the ORIGINAL completed Form by post, fax or email together with the following supporting documents: (a) a photocopy of the applicant’s student identity card; (b) a photocopy of academic transcripts of the applicant; (c) a curriculum vitae of the applicant; (d) cover letter(s); and (B) satisfy the HKID Card requirement by providing proofs on his/her residency status and eligibility of taking internship in Hong Kong. To satisfy (B), applicant must present the original copy of the HKID Card to the Secretariat of the Pilot Programme to Enhance Talent Training for the Insurance Sector, or send a photocopy of the HKID Card to the Secretariat by post, fax or email. Applicant holding a student visa should also submit copy of “No Objection Letter” and the endorsement letter issued by the studying institution after he/she has accepted offer of internship placement. **Applications which are incomplete, late or not accompanied by copies of the required supporting documents, or those which do not comply with the HKID Card requirement will not be processed.** All the HKID Card copies collected will be destroyed after the completion of the verification process.
- 申請人須填妥（甲）申請表格正本連同以下文件以郵遞、傳真或電郵方式遞交：（a）學生證副本；（b）成績副本；（c）履歷表；（d）求職信；及（乙）符合香港身份證要求以證明其居民身份及在港從事實習工作的資格。為符合（乙）項，申請人須在接受工作安排後，親身前往「提升保險業人才培訓先導計劃」秘書處出示香港身份證正本，或以郵遞、傳真或電郵方式遞交香港身份證副本。持有學生簽證的申請人，須同時遞交「不反對通知書」的副本及就讀院校的批准書。**資料不全、遲交或欠缺所須證明文件副本，或未能符合香港身份證要求的申請概不受理。**所有收集的香港身份證副本將在驗證過程完成後被銷毀。

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 concerning the obligations of the Intern as set out at Appendix I and any other conditions subject to which the approval is given.

本人欲參與職業訓練局舉辦的保險業 – 「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），同意遵守暑期實習計劃所列於附件一與實習生相關的條款及細則，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) (Surname姓) _____ (Given Name名) _____
Mr. Mrs. Miss.

HKID Card No.
香港身份證號碼：

Date of Birth
出生日期：
(dd/mm/yyyy)

Holding Document
持有證件：

☐ Hong Kong Permanent Identity Card
香港永久性居民身份證

☐ Hong Kong Identity Card and student
visa/entry permit
香港居民身份證及學生簽證/入境
許可證

☐ Hong Kong Identity Card and
visa/entry permit other than
student visa/entry permit
香港居民身份證及學生簽證/入
境許可證以外的簽證/入境許可
證

Telephone No.
電話號碼：

Mobile Phone No.
手提電話號碼：

Personal Email
Address

個人電郵地址：

Correspondence
Address

通訊地址：

* Please tick the appropriate box(es) 請在適當的方格內填上「✓」號

For official use only 本欄不必填寫

The applicant complies with the requirements on Hong Kong residency status and lawfully employable in Hong Kong.

申請人符合香港居民身份及可在香港合法受僱的要求。

☐ Yes 是 ☐ No 否

Receiving Officer:
負責人員：

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）填寫你欲申請的職位*，職位資料可於www.instalent.org.hk瀏覽。若你的申請予以批准，職業訓練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		

*Note: If you were recruited as an Intern in previous SIP(s), your internship placement in SIP 2020 should be different from the past years. However, you can choose to place at a different position offered by the same employer in your previous placement via SIP.

註：若你曾於過往的暑期實習計劃獲聘為實習生，你於2020年度的實習職位申請須有別於過往的實習職位，惟你可選取同一僱主提供的不同職位。

Please fill in the company and job position you worked for in previous SIP(s) (if applicable):
請填寫曾參與暑期實習計劃獲聘的公司及職位名稱（如適用）：

Year 年度	Company Name 公司名稱	Position 職位

Academic Qualifications 學歷資料

Name of Institution

院校名稱：

Faculty

學系：

Year of Study

修讀年級：

Major

主修學科：

Source of Information 資料來源

How did you learn about this Programme? (can select more than one choice)

你是如何得知此計劃的資料？（可選擇多於一個答案）

- | | | |
|--|--|--|
| <input type="checkbox"/> Pilot Programme Website
先導計劃網頁 | <input type="checkbox"/> Pilot Programme Facebook Page
先導計劃面書專頁 | <input type="checkbox"/> Career Fair / Talk at School
學校招聘會／講座 |
| <input type="checkbox"/> e-Newsletter from School
學校通訊電郵 | <input type="checkbox"/> School Website
學校網站 | <input type="checkbox"/> Poster / Notice Board at School
校內海報／告示板 |
| <input type="checkbox"/> Facebook
面書 | <input type="checkbox"/> Instagram | <input type="checkbox"/> Website / App Advertisement
網頁／手機程式廣告 |
| <input type="checkbox"/> Lecturer / Family / Friends (please delete as appropriate)
講師／家長／朋友（請刪去不適用者） | <input type="checkbox"/> Others (Please specify: _____)
其他（請列舉：_____） | |

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業訓練局、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）。

Signature by Applicant 申請人簽署

Date 日期

¹ Participating organisations of SIP are the authorised insurers and licensed insurance intermediaries under the Insurance Ordinance (Cap. 41).

暑期實習計劃之參與機構包括在《保險業條例》（第41章）下獲授權保險公司及持牌保險中介人。

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 to Enhance Talent 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，包括與職業訓練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 2020 intake under this application, the recruitment exercise is deemed to complete by the end of June 2020. Accordingly, the Data of the unsuccessful applicants of this 2020 intake and any other additional information they provide for this application will normally be destroyed by the end of June 2023).

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 2020 年的申請，其招聘活動將於 2020 年 6 月底完結。2020 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 2023 年 6 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, 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 (2020 Intake)
保險業 – 「暑期實習計劃」 (2020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 concerning the obligations as an Intern if his/her application is approved:

申請人的申請若予以批准，必須遵守下列與實習生責任相關的條款及細則：

Persons who are Eligible to Apply 符合資格的申請人

1. The applicant is:

申請人必須為：

(a) a 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 Kong²; and

香港特別行政區居民（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²；及

(b) (i) a non-final year undergraduate student who enrolled in a full-time accredited programme provided by a local education institution³; or

就讀本地教育機構³提供的全日制經評審學士學位課程的非應屆畢業生；或

(ii) a sub-degree final year student who received a conditional offer from a full-time

² Non-local students studying full-time locally-accredited local or non-local programmes at undergraduate level, or full-time locally-accredited local programmes at sub-degree level, may take up internship subject to the required conditions set out in paragraphs 20 to 24 of the “Guidebook for Entry for Study in Hong Kong”, which can be downloaded at the Immigration Department’s website (www.immd.gov.hk/eng/forms/forms/id-e-996.html). Non-local students may take up employment during the summer months from 1 June to 31 August (both dates inclusive) without any limit in relation to work hours and location if he/she obtains a valid “No Objection Letter” (“NOL”). Otherwise, he/she should provide the supporting document from the education institution before the internship commencement date.

修讀全日制經本地評審的學士學位本地或非本地課程，或全日制經本地評審的本地副學位課程的非本地學生，在符合「來港就讀入境指南」第20至24段所列的條件下，可從事實習工作。該指南可於入境處網頁(www.immd.gov.hk/hkt/forms/forms/id-c-996.html)下載。非本地學生持有由入境處發出的有效「不反對通知書」，可在暑假期間由六月一日至八月三十一日(首尾兩日包括在內)接受聘用，工作時數和地點沒有限制。否則，非本地學生必須於實習期開始前提交由就讀院校發出的許可文件。

³ 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 Postsecondary Colleges Ordinance (Cap. 320) (according to information as at Jan 2020, these approved post-secondary colleges include: Caritas Institute of Higher Education, Centennial College, Chu Hai College of Higher Education, Hang Seng University of Hong Kong, 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2020年1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、香港恒生大學、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。

locally-accredited degree programme.

應屆副學位畢業生並已獲經評審的本地全日制學士學位課程有條件取錄。

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；

Employment Terms 僱用條款

3. The successful applicant (“**Intern**”) 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 2020 with the participating employer of SIP (“**Employer**”). 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;

成功的申請人（“**實習生**”）將與參與計劃的僱主（“**僱主**”）於 2020 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，請參閱附件二；

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;

實習生或會被供予其他根據僱主政策提供的聘用福利或條款，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 applicant was recruited in previous SIP(s), 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。如申請人成功在過去的暑期實習計劃獲聘，而在隨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 intern appraisal form devised by VTC;
於僱傭合約結束時，僱主須就實習生的表現，填寫由職業訓練局提供的實習生表現評核報告；
10. Upon completion of the Employment Contract, the Intern shall complete an intern questionnaire and submit it to VTC for record;
於僱傭合約結束時，實習生須填寫由職業訓練局提供的實習生問卷調查，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，職業訓練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 2020], 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 2020] 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 2020] 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：2020 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：2020 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：2020 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。

— END 完 —