

**Appendix A**

**For Official Use Only**

**SERIAL NO.:**

**Application Form**

To be completed by the Applicant

**PART I – Company Details**

1. Company Name	(in English)
	(in Chinese)
2. Address	
3. Nature of Business	
4. No. of staff Employed	
5. Business Registration No.	

**PART II – Contact Person Details**

6. Name (Mr/Ms)			
7. Position			
8. Tel. No.		9. Fax. No.	
10. eMail Address			

**PART III – Programme Details**

11. Project Title	
12. Feature of Projects	
13. Entry Requirements	(a) Academic Qualifications:
	(b) Skills:
	(c) Language: (i) Cantonese <input type="checkbox"/> Fair <input type="checkbox"/> Fluent (ii) Mandarin <input type="checkbox"/> Fair <input type="checkbox"/> Fluent (iii) English <input type="checkbox"/> Fair <input type="checkbox"/> Fluent
	(d) Others:
14. Required period	No. of months: _____ (6 to 12 months subject to the training plan)
15. Commencement date of Internship: _____ (dd/mm/yy)	
16. Address of Workplace	

THE SPONSORSHIP SCHEME OF I.T. INTERNSHIP COORDINATION & FACILITATION  
PROGRAMME 2007/08 – Application Form

17. Interview	Name of Interviewer: (i) Mr/Ms: _____ (ii) Tel. No.: _____ (iii) Venue(if different from item 16): _____
18. Terms and Condition of Employment	(a) Working hours: From _____ am/pm To _____ am/pm Working days per week: _____ days
	(b) Require Shift Work? <input type="checkbox"/> Yes (Shift hours from _____ To _____ ) <input type="checkbox"/> No
	(c) Rest Day: <input type="checkbox"/> Every _____ <input type="checkbox"/> Shift Holiday
	(d) Holidays: <input type="checkbox"/> Public Holidays <input type="checkbox"/> Statutory Holidays
	(e) Proposed Salary (subsidy included):
	(f) Other Benefits of Allowance:

PART IV – Training Details

19. Training Objectives	
12. Skills and Knowledge to be acquired	
13. Training Milestones	1 <sup>st</sup> Quarter: 2 <sup>nd</sup> Quarter: 3 <sup>rd</sup> Quarter (if applicable): 4 <sup>th</sup> Quarter (if applicable):

PART V – Undertakings

- 1) In case of application being approved, the company will:
- (a) Ensure that the objectives of the submitted training plan set out in part IV in their applications are fulfilled;
  - (b) Post the internship opening at The Internship Facilitation System, InternsLink.hk which web site is <http://www.internslink.hk> ;
  - (c) Provide all profiles applied for the intern place offered to the Secretary for record purpose;
  - (d) Keep the Secretary informed of any changes/updates of the internship at the earliest convenience;
  - (e) acknowledge the sponsorship of the OGCIO and the Secretary in all publicity materials including both printed and online material;
  - (f) attend the review sessions with Interns arranged by the Secretary during and after the internship for the benefits of future programme development and enhancement;
  - (g) prepare the review reports in accordance with the prescribed format at Appendix B;
  - (h) submit the statement of accounts with proof of salary disbursement to Interns to the Secretary within three month after the each salary disbursement for verification and release of the sponsorship; and
  - (i) comply with the employment laws of Hong Kong.

- 2) The company would make necessary arrangement to release interns to attend suitable off-the-job vocational training courses, including part-time-day-release courses, if necessary.
- 3) The company would not displace existing staff with trainees during the period of training.
- 4) The company certify that all the information provided above is true and. The company understood that it is a criminal offence if the company provide false or withhold information in order to obtain the training subsidy.

Signature and Company Chop

Date

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Notes:

Please return the filled application form to the Hong Kong Cyberport Management Company Limited – Digital Media Centre reside at Unit 311, Level 3, IT Street, Cyberport 3, 100 Cyberport Road, Hong Kong and eMail to [dmc@cyberport.hk](mailto:dmc@cyberport.hk).

Priority of applications shall be counted by the order of applications received at [dmc@cyberport.hk](mailto:dmc@cyberport.hk) only.

The purpose of collecting company and personal data by the Hong Kong Cyberport Management Company Limited is to process cases of the Sponsorship Scheme of the I.T. Internship Coordination & Facilitation Programme and to carry out the subsequent follow-up work only.