



## Internship Programme in the Library 2014 - 2015

### Application Form

#### *I. Personal information*

<b>Surname</b>	<b>Given Names</b>
<b>Name in Chinese</b>	<b>Title</b> <input type="checkbox"/> Mr. / <input type="checkbox"/> Mrs. / <input type="checkbox"/> Ms. / <input type="checkbox"/> Miss
<b>Student ID</b>	<b>Email Address</b>
<b>Mail Address</b>	
<b>Contact no.</b> (Mobile)	(Home)
<b>Major and Minor</b>	
<b>Current Year of Study</b>	<b>Entry Cohort</b> 200_____

#### *II. Emergency Contact*

<b>Name</b>	<b>Relationship with Applicant</b>
<b>Contact no.</b> (Mobile)	(Home)
<b>Address</b>	

*III. Work experience, extra-curricular activities and official positions in school, college or university (in reverse chronological order)*

Dates (mm/yy)		Name of Organization	Full-time, Part-time or Voluntary	Title of Position Held and Nature of Duties
From	To			

*IV. Reason for Application*

Please explain why you wish to join this internship and what benefits you expect to learn and gain. Please attach a separate sheet if you need more space. This will be used for the evaluation of selection. (200 words)

V. *Information about Your Language Abilities*

Vi. *Declaration*

**I declare that the information given in this application is correct and complete to the best of my knowledge.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

~~~~~The End of the Application Form~~~~~

*Notes for applicants*

1. This application form should be completed in block letters.
  2. Do not send any original copies of academic certificates/qualifications. Applicants will be requested to provide original copies in due course.
  3. The information provided will be used for the “Internship Programme in the Library” only. All materials provided by unsuccessful candidates will be disposed of after the completion of selection.
  4. The following documents should be returned to CTL General Office by 26 March 2014 (Wednesday), 5:15pm:
    - a) completed application form;
    - b) your CityU transcript (unofficial transcript downloaded from AIMS is acceptable); and
    - c) copies of other academic certificates that you find helpful to your application (e.g. HKCEE, HKAL, IELTS, etc.)
  5. The schedule of interviews and written tests (if any) will be informed individually to applicants within two weeks after the application deadline.