Annex 4

**Sample Application Form of Work Experience Activity**

**Application Form**

1. Please complete this form in **BLOCK LETTERS** using black or blue pen.
2. Please **tick** the appropriate box(es).

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL PARTICULARS** | | | | | | | | | | | | | | | | | | | | | |
| **English Name** | | | | | | | | | | | | | | | | | | | **Photo** | | |
| **Chinese Name** | | | | | | | **Date of Birth D D ／ M M ／ Y Y Y Y** | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **H.K.I.D. Card No.** |  |  |  |  |  |  |  |  | |  |  |  |  |  | **X** | **X** | **（X）** | | | | | | | | **Length of residence in H.K. years** | | | | | | | | | | | |
| **Mobile No.** | | | | | | | **Gender** | | | * Male | | | | | * Female | | | |
| **Ethnic Origin** | | **Religion** | | | | | **Living District** | | | | | | | | | | | | | | |
| * Chinese | | * Buddhism | | | | | * Kwai Tsing | | | | | | | | | * Wong Tai Sin | | | | | |
| * Filipino | | * Catholic | | | | | * [Yuen Long](https://en.wikipedia.org/wiki/Yuen_Long_District) | | | | | | | | | * Sham Shui Po | | | | | |
| * Indian | | * Christian | | | | | * Sai Kung | | | | | | | | | * Kowloon City | | | | | |
| * Indonesian | | * Hindu | | | | | * Tsuen Wan | | | | | | | | | * Yau Tsim Mong | | | | | |
| * Nepalese | | * Muslim/Islamic | | | | | * Tuen Mun | | | | | | | | | * Kwun Tong | | | | | |
| * Pakistan | | * Sikh | | | | | * Tai Po | | | | | | | | | * Wan Chai | | | | | |
| * Mixed | | * Nil | | | | | * Sha Tin | | | | | | | | | * Central & Western | | | | | |
| Please specify: | | * Others : \_\_\_\_\_\_\_\_\_\_\_\_ | | | | | * North | | | | | | | | | * Eastern | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | | | | | * Islands | | | | | | | | | * Southern | | | | | |
| * Others : \_\_\_\_\_\_\_\_\_\_\_\_ | |  | | | | |  | | | | | | | | |  | | | | | |
| **Emergency Contact PERSON** | | | | | | | | | | | | | | | | | | | | | |
| **Contact Person** | | | | | **Relationship** | | | | | | | | | **Tel No.** | | | | | | | |
| **EDUCATIONAL BACKGROUND** | | | | | | | | | | | | | | | | | | | | | |
| **Attending School** | | | | | **Class** | | | | | | | | | **Class No.** | | | | | | | |
| **LANGUAGE COMPETENCE** | | | | | | | | | | | | | | | | | | | | | |
| **Mother Tongue**  **\*Please Select 1 only\*** | **Language** | | | **Spoken** **Language Competence** | | | | | | | | | | **Written** **Language Competence** | | | | | | | |
| **Fluent** | | **Good** | | **Fair** | | | **Poor** | **N／A** | | **Fluent** | | | **Good** | **Fair** | | **Poor** | **N／A** |
| * Cantonese | * Cantonese | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| * English | * English | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| * French | * French | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| * Hindi | * Hindi | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| * Nepali | * Nepali | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| * Punjabi | * Punjabi | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| * Putonghua | * Putonghua | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| * Tagalog | * Tagalog | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| * Urdu | * Urdu | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| * Others : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Others : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | □ | | □ | | □ | | | □ | □ | | □ | | | □ | □ | | □ | □ |
| **Computer Literacy** | | | | | | | | | | | | | | | | | | | | | |
| **Word Processing Skill** | | | **Application of Common Business Software** | | | | | | | | | | **Multimedia Editing** | | | | | | | | |
| * Typing in Chinese | | | * Microsoft Office （Word） | | | | | | | | | | * Webpage design | | | | | | | | |
| * Typing in English | | | * Microsoft Office （Excel） | | | | | | | | | | * Video editing | | | | | | | | |
| * Others : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | * Microsoft Office （Power Point） | | | | | | | | | | * Others : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | |
| **Signature of Student** | | | | | | | | | **Date** | | | | | | | | | | | | |