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** |