



# INTERNSHIP/ATTACHMENT APPLICATION FORM

## PERSONAL PARTICULARS

|                         |                      |                  |                             |
|-------------------------|----------------------|------------------|-----------------------------|
| Full name in English    | 中文姓名                 | Class            | Curriculum                  |
| Correspondence Address  |                      |                  | Date of Birth (DD/MM/YY)    |
| E-mail Address          | Telephone No. (Home) | Mobile Phone No. | Fax                         |
| Name of Parent/Guardian | Office Phone No.     | Mobile Phone No. | Relationship with Applicant |

## PREFERRED PERIOD OF INTERNSHIP

|   |                                   |
|---|-----------------------------------|
| Preferred period (MM/YY - MM/YY)<br>From (MM/YY) To (MM/YY) | Preferred duration (e.g. 1 month) |
|---|-----------------------------------|

## PREFERRED LOCATION OF INTERNSHIP

Please check the appropriate box(es):

Hong Kong       Mainland China (Please make sure you have a valid Mainland Travel Permit)

## ACADEMIC PERFORMANCE AT SCHOOL (MOST RECENT SCHOOL TERM)

|         |         |               |
|---------|---------|---------------|
| Grade   | Conduct |               |
| Subject | Mark    | Rank / Total  |
| _____   | _____   | _____ / _____ |
| _____   | _____   | _____ / _____ |
| _____   | _____   | _____ / _____ |
| _____   | _____   | _____ / _____ |
| _____   | _____   | _____ / _____ |
| _____   | _____   | _____ / _____ |

## PUBLIC EXAMINATIONS (if any, e.g. HKDSE, IGCSE, LCCI)

| Year  | Exam (Subject) | Grade | Year  | Exam (Subject) | Grade |
|-------|----------------|-------|-------|----------------|-------|
| _____ | _____          | _____ | _____ | _____          | _____ |
| _____ | _____          | _____ | _____ | _____          | _____ |
| _____ | _____          | _____ | _____ | _____          | _____ |
| _____ | _____          | _____ | _____ | _____          | _____ |
| _____ | _____          | _____ | _____ | _____          | _____ |
| _____ | _____          | _____ | _____ | _____          | _____ |

## RELEVANT WORKING EXPERIENCE (IF ANY)

|                  |                 |               |                     |
|------------------|-----------------|---------------|---------------------|
| Name of employer | From (DD/MM/YY) | To (DD/MM/YY) | Position and duties |
| _____            | _____           | _____         | _____               |
| _____            | _____           | _____         | _____               |

## LANGUAGE PROFICIENCY (Please check where appropriate)

|                    |                         |                         |                         |                         |                         |               |                         |                         |                         |                         |                         |  |
|--------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|---------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--|
|                    | Poor                    | Excellent               |                         |                         |                         |               | Poor                    | Excellent               |                         |                         |                         |  |
| English            | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 | Others: _____ | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 |  |
| Chinese: Cantonese | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 | _____         | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 |  |
| Mandarin           | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 | _____         | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 |  |

**COMPUTER PROFICIENCY**

English Typing Speed

Chinese Typing Method

- 
- 倉頡
- 
- 
- 速成

 Others (Please Specify):

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I am familiar with the following type(s) computer software listed below:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Animation                     | <input type="checkbox"/> Computer aided drawing (CAD)       | <input type="checkbox"/> Document processing      |
| <input type="checkbox"/> Image Editing                 | <input type="checkbox"/> Presentation                       | <input type="checkbox"/> Spreadsheet              |
| <input type="checkbox"/> Programming (please specify): | <input type="checkbox"/> Web construction (please specify): | <input type="checkbox"/> Others (please specify): |

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**OTHER SKILLS (IF ANY)****FIELD OF PREFERENCE**

In which of the following areas are you interested? (Please indicate your preference by 1st, 2nd, 3rd )

- |                              |                                  |
|------------------------------|----------------------------------|
| <hr/> Accounting             | <hr/> Medicine (attachment only) |
| <hr/> Architecture           | <hr/> Surveying                  |
| <hr/> Business               | <hr/> Others (please specify):   |
| <hr/> Information Technology | <hr/>                            |
| <hr/> Law                    |                                  |

**PHYSICAL HEALTH FITNESS DECLARATION**

Please check the appropriate box(es):

- 
- I declare that I am physically fit and mentally prepared for the internship.
- 
- 
- I have the below conditions that require special medical attention:and may affect my performance during the internship:

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- 
- I understand that Diocesan Boys' School will not be responsible for any loss of property, injuries or death suffered during the period and/or as a result of the internship.

**DECLARATION**

- I hereby declare that the information I have given in this form is correct and complete to the best of my knowledge and belief.
- I agree that Diocesan Boys' School may use the information provided for recruitment of internship and other related purposes.

**NOTE**

All information in this form will be kept strictly confidential.  
 Please return the completed application form to Diocesan Boys' School Careers Office.  
 Please refer to the Diocesan Boys' Careers Office Website for the deadline of internship application.  
 Upon completion of the internship, you are required to fill in a feedback form about the internship.

**Date:****Signature of Applicant:** \_\_\_\_\_**FOR OFFICIAL USE**

Date of Internship Commencement (DD/MM/YY)

Date of Internship Completion (DD/MM/YY)

Company

Correspondence at Company

Remarks