



Diocesan Boys' School Careers Office

INTERNSHIP/ JOB SHADOWING PROGRAM

JOB POSTING FORM

Please return the completed form to **Mrs Jenny Tso** via **fax: 2761 1026** or **e-mail: dbscareers@gmail.com**

COMPANY INFORMATION

<u>Company Name</u>		<u>Name of Old Boy (if applicable)</u> (Class of _____)													
<u>Address</u>															
<u>Type of Industry</u> <table style="width: 100%; border: none;"> <tr> <td><input type="radio"/> Accounting</td> <td><input type="radio"/> Business</td> <td><input type="radio"/> Law</td> </tr> <tr> <td><input type="radio"/> Advertising and Marketing</td> <td><input type="radio"/> Computing</td> <td><input type="radio"/> Medicine</td> </tr> <tr> <td><input type="radio"/> Architecture</td> <td><input type="radio"/> Engineering</td> <td><input type="radio"/> Scientific Research</td> </tr> <tr> <td><input type="radio"/> Arts</td> <td><input type="radio"/> Finance</td> <td><input type="radio"/> Others (Please Specify)</td> </tr> </table>				<input type="radio"/> Accounting	<input type="radio"/> Business	<input type="radio"/> Law	<input type="radio"/> Advertising and Marketing	<input type="radio"/> Computing	<input type="radio"/> Medicine	<input type="radio"/> Architecture	<input type="radio"/> Engineering	<input type="radio"/> Scientific Research	<input type="radio"/> Arts	<input type="radio"/> Finance	<input type="radio"/> Others (Please Specify)
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<u>Contact Person</u>	<u>Telephone No.</u>	<u>Fax No.</u>	<u>Email Address</u>												

POSITION OFFERED

Please check the appropriate box(es):	
<input type="checkbox"/> Internship	<input type="checkbox"/> Job Shadowing
<u>Number of Vacancy</u>	<u>Number of Vacancy</u>
<u>Job Description</u>	
<u>Workplace</u> <input type="checkbox"/> Hong Kong <input type="checkbox"/> Mainland China <input type="checkbox"/> Others: _____	<u>Workplace</u> <input type="checkbox"/> Hong Kong <input type="checkbox"/> Mainland China <input type="checkbox"/> Others: _____
<u>Expected Commencement Date</u> <input type="checkbox"/> Summer Holiday <input type="checkbox"/> Christmas Holiday <input type="checkbox"/> Easter Holiday <input type="checkbox"/> Lunar New Year Holiday <input type="checkbox"/> Others: _____	
	<u>Duration</u> <input type="checkbox"/> Half Day <input type="checkbox"/> One Day <input type="checkbox"/> Others: _____
<u>Allowances (if any)</u>	

JOB REQUIREMENTS

<u>Level of Study</u> <input type="checkbox"/> F.4 or above <input type="checkbox"/> F.5 or above <input type="checkbox"/> F.6 or above									
<u>Language Proficiency</u> <input type="checkbox"/> English <input type="checkbox"/> Cantonese <input type="checkbox"/> Mandarin <input type="checkbox"/> Others: _____									
<u>I.T. Knowledge Required (if any)</u> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Animation</td> <td><input type="checkbox"/> Computer aided drawing (CAD)</td> <td><input type="checkbox"/> Document processing</td> </tr> <tr> <td><input type="checkbox"/> Image Editing</td> <td><input type="checkbox"/> Presentation</td> <td><input type="checkbox"/> Spreadsheet</td> </tr> <tr> <td><input type="checkbox"/> Programming (please specify): _____</td> <td><input type="checkbox"/> Web construction (please specify): _____</td> <td><input type="checkbox"/> Others (please specify): _____</td> </tr> </table>	<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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<u>Others (if any)</u>									

FURTHER DETAILS

Where did you first hear about this program?

- DBS Mentoring Scheme
- Senior Prefects Club
- Old Boy of DBS: _____
- DSOBA
- Others (please specify): _____