Application Procedures for Summer Internships/Training Places of the HKSAR Government 2021

Various bureaux/departments of the HKSAR Government offer internship / training opportunities under Post-Secondary Student Summer Internship Programme / Vacation Training Scheme. All **full-time non-grading local students** may apply for summer internships and/or training places of the HKSAR Government via Career and Leadership Centre (CLC). Applicants should submit their duly completed applications according to the application method(s) stated in respective job notices: either through **direct application** or **referral by CLC** (i.e. Applications must be sent through CLC). The job notices are available in:

- **JobPlus** – AIMS >> Student Services Menu >> JobPlus Vacancies >> Search for Summer Job

1. Direct Application

Students should check the application documents required by the government departments/ divisions posted on the website of Civil Service Bureau: [https://www.csb.gov.hk/english/recruit/7.html#](https://www.csb.gov.hk/english/recruit/7.html#)

Please send the completed form **direct** to the government department concerned.

2. Referral by Career and Leadership Centre

- All full-time non-grading local students are eligible to apply for summer internships by taking into account of their study plans and availability. Academic study for graduation should come first.

- Please refer to the job postings in JobPlus and observe the application deadline set by CLC. Kindly note that for internship positions to be referred by CLC, we will designate a specific job reference number (e.g. S0001_AS) and the **application deadline will be set on 3 working days (excluding Saturday and Sunday) prior to the deadline set by the government departments** for nomination purpose.

- Applications **will only be accepted by CLC after that specific job notice has been posted up on the JobPlus platform in AIMS.** Student are advised to:
  - Check carefully from the job notice whether you could meet the job requirements (i.e. eligible courses, computer skills, year of study, etc).
  - Application form can be downloaded from JobPlus Vacancies in AIMS (different government departments may use different forms, please refer to respective job advertisement postings).
  - Please make sure you use the correct application form and **quote the respective job reference number (e.g. S0001_AS) and write down your Student ID number** on the top right-hand corner of the form to facilitate processing of your application.
  - Complete the application form properly. Avoid abbreviations and codes.
  - Submit the completed application form and required documents (if necessary) in **soft copy** to Career and Leadership Centre before 5:00 pm of the application deadline set by CLC via email <CLC.CareerCentre@cityu.edu.hk>. Only **soft copy** is required. Hard copies putting in the collection box outside SDS Service Counter may not be received and/or considered.
  - **Late submission will not be considered.**
  - If you do not hear from us within 2 weeks of the application closing date, you may assume that your application has been unsuccessful.

Jan 2021