Application Procedures for Summer Internships/Training Places of the HKSAR Government 2020

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-graduating 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
- **Notice board outside Foon Lee Foon Student Career Centre** at R4009, Bank of China (Hong Kong) Complex under the heading “Government Summer Internship”.

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-graduating 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 notice board outside our Centre and 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.**