



UNV-Hong Kong Universities Volunteer Internship Programme

Section I : TO BE COMPLETED BY THE APPLICANT

Notes for Applicants

1. Please ensure that all parts in the form should be fully completed, otherwise your application will not be considered.
2. All documents and information submitted will be kept strictly confidential except for the purposes of selection and for the promotion of volunteerism in Hong Kong.
3. If necessary, please attach copies of the relevant documents and information. All documents and materials submitted will not be returned.
4. Shortlisted candidates must attend the selection interview (scheduled on **19-20 January 2018** tentatively), those who fail to attend will be considered as withdrawal.
5. This application form should be completed in block letters and submitted via your corresponding University on or before **19 December 2017**.

Please as appropriate.

<u>Personal Particulars</u>			
Name	(Chinese) <input type="checkbox"/> 先生 <input type="checkbox"/> 女士		
	(English) <input type="checkbox"/> Mr <input type="checkbox"/> Ms		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (dd/mm/yyyy)	Age
Nationality	Place of Birth		
HKID Card No.	Passport No.		
Are you a local student?	<input type="checkbox"/> Yes <input type="checkbox"/> No (visa expired on _____)		
Contact No.	Mobile Phone No.		
Email Address			
Correspondence Address			
<u>Emergency Contact</u>			
Name	<input type="checkbox"/> Mr <input type="checkbox"/> Ms		
Contact No.	Mobile Phone No.		
Email Address	Relationship with Applicant		

Current Academic Status	
Name of University	
Major Field of Study	Minor (if applicable)
Year of Study	Cumulative GPA
Qualifications/ Awards obtained (if applicable)	

Volunteer Experiences (If necessary, please provide with additional pages.)		
Volunteer Experience _____ Year(s)		
Scope of Volunteer Service	Role / Service Details	Achievements (if applicable)

Language Skills				
	Speaking	Writing	Listening	Reading
English <input type="checkbox"/> Mother Language	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic <input type="checkbox"/> Non user	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic <input type="checkbox"/> Non user	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic <input type="checkbox"/> Non user	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic <input type="checkbox"/> Non user
Chinese - Mandarin <input type="checkbox"/> Mother Language	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic <input type="checkbox"/> Non user	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic <input type="checkbox"/> Non user	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic <input type="checkbox"/> Non user	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic <input type="checkbox"/> Non user
Chinese - Cantonese <input type="checkbox"/> Mother Language	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic <input type="checkbox"/> Non user		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Basic <input type="checkbox"/> Non user	

Others (please specify) _____	<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent
	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good
	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair
	<input type="checkbox"/> Basic	<input type="checkbox"/> Basic	<input type="checkbox"/> Basic	<input type="checkbox"/> Basic

Computer Skills	
Software	Level of Knowledge
Word Processor (MS Word)	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Basic
Spreadsheets (MS Excel)	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Basic
Presentations (MS PowerPoint)	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Basic
Agenda (MS Outlook)	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Basic
Reporting/ Databases (Business Objects, MS Access, Oracle SQL)	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Basic
Graphics Tools (Illustrator, Photoshop)	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Basic
Social Media (Facebook, Twitter, YouTube, Instagram)	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Basic
Others (please specify : _____)	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Basic

Preference of Volunteer Assignments	
If you do not have any preference on volunteer assignments, please ✓ the box “No preference” (for details of the assignments, please refer to Description of Assignments (DOAs))	<input type="checkbox"/> No preference
Otherwise, please indicate below your first 3 preferences, either by DOA code number or service location:	
First Priority:	Second Priority:
	Third Priority:

Commitment of Volunteers	
If I am selected,	
I am available to depart for assignment on 1 July 2018	<input type="checkbox"/> Yes <input type="checkbox"/> No
I am available to provide 6-month service for assignment and promise to complete it despite facing challenges	<input type="checkbox"/> Yes <input type="checkbox"/> No
I shall be able to complete the Pre-departure Training during 19 – 22 June 2018 and self-study activity	<input type="checkbox"/> Yes <input type="checkbox"/> No
I promise to attend the Post-assignment Debriefing in the first quarter of 2019	<input type="checkbox"/> Yes <input type="checkbox"/> No
I promise to submit the Final Report to UNV and Post-assignment Report to AVS on time	<input type="checkbox"/> Yes <input type="checkbox"/> No

Motivation Statement (Please describe why you wish to serve as a UN Youth Volunteer in approximately 200 words.)**Additional Remarks** (Other relevant information that is not provided above.)**Declaration**

I attest to the veracity of the information in this application form and supporting documents and give permission for their publication related to the Programme and promotion of volunteer service.

I understand and agree that any misstatement will render my candidature liable to immediate dismissal or disqualification and subject to penalty to recover AVS for all spending relating to my participation. I agree that all arrangements and decisions made by the organizer and the host are final.

Collection of Personal Information

AVS may use your personal data for compile statistics, data analysis, promotion or fundraising purposes. Please "✓" in the box below if you object to the above arrangement. For correction of access to or cessation to use your personal data, please contact us at 2527 3825 or by email avs@avs.org.hk.

I object to the proposed use of my personal data for the above-mentioned purposes.

Name of Applicant : _____

Signature of Applicant : _____ Date : _____

Agency for Volunteer Service

Address: Room 602, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong

Tel : (852) 2527 3825

Fax : (852) 2866 2721

Email : unv@avs.org.hk

Section II : TO BE COMPLETED BY THE NOMINATING UNIVERSITY

Name of Student Nominated <input type="checkbox"/> Mr <input type="checkbox"/> Ms _____	Priority No. _____ (A maximum of 8 candidates for each university.)
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Contact Details

Name of University	
Name of Responsible Person <input type="checkbox"/> Mr <input type="checkbox"/> Prof <input type="checkbox"/> Ms <input type="checkbox"/> Dr	Position
Contact No.	E-mail Address
Correspondence Address	

Particulars of Nominator

Name <input type="checkbox"/> Mr <input type="checkbox"/> Prof <input type="checkbox"/> Ms <input type="checkbox"/> Dr	Position
Relationship with Nominee	Duration of Acquaintance
Contact No.	Email Address
Please state why the nominee should be considered for the UNV-Hong Kong Universities Volunteer Internship Programme.	
Other merits/ distinctions of the nominee to support your nomination.	

Recommendation

We recommend Mr / Ms _____ for the UNV-Hong Kong Universities Volunteer Internship Programme and agree to try our best to provide the necessary support to the Programme. (please refer to the "Expected Support from Partner Universities" of the Programme Brief.)

Declaration and Collection of Personal Information
 I understand and agree that such data will be used for this programme. AVS may use your personal data for compile statistics, data analysis, promotion or fundraising purposes. Please "✓" in the box below if you object to the above arrangement. For correction of access to or cessation to use your personal data, please contact us at 2527 3825 or by email avs@avs.org.hk.

I object to the proposed use of my personal data for the above-mentioned purposes.

Name of Nominator : _____ Signature : _____

University Chop : _____ Date : _____