



## 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 **14-15 December 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 **20 November 2018**.

Please  as appropriate.

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

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

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

<b>Language Skills</b>				
	Speaking	Writing	Listening	Reading
English Mother Language	Excellent Good Fair Basic Non user	Excellent Good Fair Basic Non user	Excellent Good Fair Basic Non user	Excellent Good Fair Basic Non user
Chinese - Mandarin Mother Language	Excellent Good Fair Basic Non user	Excellent Good Fair Basic Non user	Excellent Good Fair Basic Non user	Excellent Good Fair Basic Non user
Chinese - Cantonese Mother Language	Excellent Good Fair Basic Non user		Excellent Good Fair Basic Non user	

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

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

<b>Commitment of Volunteers</b>		
If I am selected,		
I am available to depart for assignment on 1 July 2019 and promise not to depart late	Yes	No
I am available to provide 6-month service for assignment and promise to complete it despite facing challenges	Yes	No
I shall be able to complete the Pre-departure Training during 17 – 20 June 2019 and self-study activity	Yes	No
I promise to attend the Post-assignment Debriefing in the first quarter of 2020	Yes	No
I promise to submit the Final Report to UNV and Post-assignment Report to AVS on time	Yes	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](mailto: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](mailto:unv@avs.org.hk)

**Section II : TO BE COMPLETED BY THE NOMINATING UNIVERSITY**

Name of Student Nominated      Mr _____ Ms _____	Priority No. _____ (A maximum of 8 candidates for each university.)
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**Contact Details**

Name of University	
Name of Responsible Person      Mr      Prof Ms      Dr	Position
Contact No.	E-mail Address
Correspondence Address	

**Particulars of Nominator**

Name                              Mr      Prof Ms      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.

**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 : \_\_\_\_\_