



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 **7-8 February 2020** 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 **6 December 2019**.

Please as appropriate.

Personal Particulars

Name	(Chinese) 先生 女士			
	(English) Mr Ms		Please attach your photo here.	
Gender	Male Female	Date of Birth (dd/mm/yyyy)		Age
Nationality		Place of Birth		
HKID Card No.		Passport No.		
Are you a Hong Kong Permanent Resident?		Yes No		
Contact No.		Mobile Phone No.		
Email		Alternative Email		
Correspondence Address				
<u>Emergency Contact</u>				
Name	Mr 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 / (maximum 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 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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Computer Skills			
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

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

Commitment of Volunteers		
If I am selected,		
I shall be able to complete the pre-departure training during 15 – 18 June 2020 and self-study activity	Yes	No
I am available to depart for volunteer internship on 1 July 2020 and promise not to depart late	Yes	No
I am available to provide 6-month service for volunteer internship and promise to complete it despite facing challenges	Yes	No
I understand that if I withdraw from the Programme during volunteer internship period, I am liable to compensate the Programme for all costs incurred (airfare, living allowance, assignment cost, related administrative fee, etc.)	Yes	No
I promise to submit the Final Report to UNV and Post Volunteer Internship Report to AVS on time	Yes	No
I promise to attend the Post Volunteer Internship Debriefing in the first quarter of 2021	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.

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	Mr _____ Ms _____	Priority No. _____ (A maximum of 10 candidates for each university.)
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Contact Details

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

Particulars of Nominator

Name	Mr _____ Ms _____	Prof _____ 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 : _____