



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.

| <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 Hong Kong Permanent Resident? | Yes No | | Please attach your photo here. |
| 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 |
|-------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|

| 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 | | | |
|--|-----------------|------------------|-----------------|
| <p>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)):</p> | | | |
| 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.) |
|---------------------------|----------------------|--|

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 : _____