



Section I : TO BE COMPLETED BY THE APPLICANT

Notes for Applicants

- Please ensure that all parts in the form should be fully completed, otherwise your application will not be considered.
- 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. All related documents on recruitment and selection are for internal use only.
- If necessary, please attach copies of the relevant documents and information. All documents and materials submitted will not be returned.
- Shortlisted candidates must attend the selection interview (scheduled on **29 February 2024 (Thursday)** or **1 March 2024 (Friday)** tentatively), those who fail to attend will be considered as withdrawn.
- This application form should be completed in block letters and submitted via your corresponding University or to Agency for Volunteer Service at unv@avs.org.hk on or before **25 January 2024 (Thursday)**.

Please as appropriate.

Personal Particulars

Name	(Chinese)	先生 女士	
	(English)	Mr Ms	
Gender	Male	Female	Date of Birth (dd/mm/yyyy)
			Age
Nationality	Place of Birth	Hong Kong Permanent Identity Card Hong Kong Identity Card	
HKID Card No.	Passport No.		
You are	a full-time undergraduate degree-seeking student a full-time undergraduate non-degree-seeking student (visiting, exchange and internship programme)		
Contact No.	Mobile Phone No.		
Email Address			
Correspondence Address			
Emergency Contact			
Name	Mr Ms		
Contact No.	Mobile Phone No.		
Email Address	Relationship with Applicant		

Agency for Volunteer Service

Address: Room 601, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong
Tel : +852 2865 2520 Fax : +852 2527 3362 Email : unv@avs.org.hk

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 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 Non user	Excellent Good Fair Basic Non user	Excellent Good Fair Basic Non user	Excellent Good Fair Basic Non user

Mother Language				

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 Video Editing Tools (Illustrator, Photoshop, Premiere Pro)	Excellent	Good	Basic
Social Media (Facebook, LinkedIn, YouTube, Instagram)	Excellent	Good	Basic
Others (please specify : _____)	Excellent	Good	Basic

Commitment of Volunteers		
If I am selected,		
I am available to depart for assignment in July or August 2024 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 June 2024 tentatively and the self-study activity	Yes	No
I promise to attend the Post-assignment Debriefing in the first quarter of 2025	Yes	No
I promise to submit the Final Report to UNV and Post-assignment Report and Promotional Material 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 a 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. AVS reserves the right of final decision when disputes arise.

I have to abide by the Laws of Hong Kong, National Laws to be applied in Hong Kong (including the National Security Law), applicable local laws as well as all applicable rules and regulations of the service countries) during the whole internship period, I shall be liable to conviction and to compensate the Programme for all costs incurred (airfare, living allowance, assignment cost, related administrative fee, etc.).

I understand that if I participate in the “UNV-Hong Kong Universities Volunteer Internship Programme”, I will automatically become a member of the Youth Link established under the Home and Youth Affairs Bureau (HYAB). The Youth Link offers a wide range of activities for members, including talent development training, exclusive guided tour, exchange opportunities, community building, volunteer work, and youth forum, etc. There is no membership fee for the Youth Link. Members will receive information about various youth development programmes from HYAB.

I understand

I am not interested in joining the HYAB's Youth Link

Collection of Personal Information

I understand that the personal data collected under the Programme will be handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such data will be used for purposes related to the Programme, such as recruitment and selection, execution of daily functions for the Programme, training/sharing sessions etc. The personal data will be provided to the AVS and UN agencies, as well as the Home and Youth Affairs Bureau (HYAB) and other government bureaux, departments or organisations authorised to process the information for aforesaid purposes.

For correction of access to or cessation to use your personal data, please contact us at 2527 3825 or by email at avs@avs.org.hk.

Name of Applicant : _____

Signature of Applicant : _____

Date : _____

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 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.	
<p>Declaration and Collection of Personal Information</p> I understand that the personal data collected under the Programme will be handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such data will be used for purposes related to the Programme, such as recruitment and selection, execution of daily functions for the Programme, training/sharing sessions etc. The personal data will be provided to the AVS and UN agencies, as well as the Home and Youth Affairs Bureau (HYAB) and other government bureaux, departments or organisations authorised to process the information for aforesaid purposes. 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 .	
Name of Nominator : _____	Signature : _____
University Chop : _____	Date : _____