



海運及空運人才培訓基金
海運和航空業實習計劃（航空）實習生申請表

Maritime and Aviation Training Fund

Application Form for Interns under the Maritime and Aviation Internship Scheme (Aviation)

申請人須知

Notes for Applicants

一般須知 General information

1. 運輸及物流局於 2014 年 4 月 1 日推出「海運及空運人才培訓基金」（基金），加強支持海運和航空業界的人才培訓。基金的其中一項措施為「海運和航空業實習計劃」（實習計劃）（航空），旨在為年輕一代提供實習機會，並且提供資助，讓他們及早了解航空業的運作和就業前景。

The Transport and Logistics Bureau (TLB) launched the Maritime and Aviation Training Fund (MATF) on 1 April 2014 to enhance the support for manpower training of the maritime and aviation industries. One of the initiatives under the MATF is the Maritime and Aviation Internship Scheme (Internship Scheme). The objective of the Internship Scheme (Aviation) is to provide internship experience for the young generation, and to provide sponsorship, so as to give them early exposure to the operations and career prospects in the aviation industry.

2. 獲參與公司聘用的合資格申請人，將會進行為期 4 星期或以上的實習，期間可獲該公司支付酬金（部分由海運及空運人才培訓基金資助）。

If an eligible applicant is employed by a participating company, he/she will be engaged in an internship for four weeks or above, and receive an honorarium from the company (part of which is sponsored by the MATF).

符合資格的申請人 Persons who are eligible to apply

3. 就每項申請，申請人必須 –
 - (a) 為香港居民；
 - (b) 可在香港合法受僱；及
 - (c) 為就讀於大學教育資助委員會所資助的八間院校、香港恒生大學、香港樹仁大學、香港都會大學和職業訓練局的任何學士學位或副學位課程的本地全日制非準畢業學生或為中六離校生¹。

For each application, an applicant must be –

- (a) a Hong Kong resident;
 - (b) lawfully employable in Hong Kong; and
 - (c) a non-final year full time local student of any undergraduate or sub-degree programme of the eight University Grants Committee (UGC) - funded institutions, the Hang Seng University of Hong Kong (HSUHK), Hong Kong Shue Yan University (HKSYU), the Hong Kong Metropolitan University (HKMU) and the Vocational Training Council (VTC) OR a secondary six school leaver¹.
4. 有關可申請的實習職位和詳情，可瀏覽 www.matf.gov.hk。
The list of available intern positions and their details can be found at www.matf.gov.hk.

申請手續 Procedures for application

5. 申請人必須在有關實習職位的截止日期前，填妥本申請表，連同履歷表遞交予相關的公司。各實習職位的申請截止日期或有所不同，逾時的申請可能不獲相關公司考慮。

Applicants should complete and submit this application form, together with curriculum vitae, directly to the company concerned by the deadline specified. Please note that deadlines for different intern positions may vary, and late applications may not be considered by the companies.

¹ 不適用於在第 3(c)項所述的院校就讀學士或副學位課程的學生。

Not applicable to the students from any undergraduate or sub-degree programmes in the education institutions as mentioned in item 3(c).

6. 申請人必須填妥本申請表上的所有部份，並在申請表上簽署。申請人如未能提供所需的所有資料，申請可能不獲相關公司考慮。
Applicants should complete all parts of this application form, and sign the form as required. Incomplete application forms may not be considered by the employer.
7. 在有需要時，申請人會被要求核實所提交的資料及／或提供補充資料，以便進一步處理有關申請。
Applicants may be required to verify the information submitted and/or to provide additional information for processing the application further.
8. 你向有關公司提供個人資料，屬於自願性質。該公司在處理你提交的個案期間收集的所有個人資料，只用於直接與該個案相關的用途。
Please be advised that it is voluntary for you to supply to the company concerned your personal data. All personal data collected by the company concerned in the course of their handling of your case presented to the company concerned will be used only for the purposes which are directly related to the case.
9. 如申請人獲成功聘用，僱主會將他／她的申請資料送交運輸及物流局作處理及檢討實習計劃和基金的成效之用。
If an applicant is successfully employed by a company, the information given in his/her application will be provided by the company to Government departments and other organisations or agencies authorized to process the information for purposes relating to the implementation and reviewing of the Internship Scheme and the MATF.
10. 如欲查詢或要求更正申請書上的個人資料，可以書面方式向有關公司提出。
Enquiries concerning the personal data provided in the applications and requests for the correction of such data may be made in writing to the company.
11. 申請人在實習期滿後 14 天內須填妥並向運輸及物流局提交評估報告表（由運輸及物流局提供）。
Within 14 days after the completion of internship, applicants should complete and submit to TLB the evaluation form (provided by TLB).

查詢 Enquiries

12. 如就實習計劃或海運及空運人才培訓基金有任何查詢，請發電郵至 matf@tlb.gov.hk 或致電基金查詢熱線 3509 7261。
For enquiries concerning the Internship Scheme or the MATF, please send email to matf@tlb.gov.hk or call the MATF hotline at 3509 7261.



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Maritime and Aviation Training Fund

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公司名稱 Name of Company	
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個人資料 Personal Particulars	
中文姓名 Name in Chinese	英文姓名 Name in English
出生日期（日/月/年） Date of Birth (DD/MM/YYYY)	性別 男 <input type="checkbox"/> 女 <input type="checkbox"/> Sex Male Female
香港身分證號碼 Hong Kong Identity Card Number	
住址 Residential Address	
聯絡電話 Contact Telephone Number	電郵地址 E-mail Address
可以參與實習的時間 Period Available for the Internship	
最早到任日期(日/月/年) Earliest Start Date (DD/MM/YYYY)	最遲離任日期(日/月/年) Latest End Date (DD/MM/YYYY)

公開考試成績（按考獲資格的日期順序列出） Public Examination Results (in chronological order)			
學院/頒發機構 (例如：香港考試及評核局) Institute/Issuing Authority (e.g. Hong Kong Examinations and Assessment Authority)	頒發日期 (日/月/年) Date Issued (DD/MM/YYYY)	學歷# (例如：香港中學文憑考試／香港中學會考)# Qualifications (e.g. Hong Kong Diploma of Secondary Education Hong Kong / Certificate of Education Examination)	及格科目及成績 (例如：成績等級、及格、良好、榮譽學位等級、主修、副修科目) Subjects Passed and Level Attained (e.g. Grade, Pass, Credit, Class, Division, Major, Minor)

請夾附成績表副本以供查閱
Please attach copies of transcripts for verification.

就學詳情（按就讀日期順序列出） Education (in chronological order)					
曾經/現正就讀的學校、學院、大學 Schools, Colleges, and Universities attended/attending	學系/主修學科 Faculty/Major Area of Study	課程名稱及就讀班級 Course and Year of Study	學業成績# (例如：平均積分點、榮譽學位等級) Academic Results# (e.g. GPA, Class, Division)	就讀日期(月/年) Date (MM/YYYY)	
				由 From	至 To

請夾附成績表副本以供查閱
Please attach copies of transcripts for verification.

現正就讀課程的預計取得學位／副學位日期(月/年)(如適用)

The expected date of obtaining degree/sub-degree of the current programme (MM/YYYY) (if applicable) _____

工作經驗 (包括暑期工和兼職) (請按任職日期順序列出)

Work Experience (including summer employment & part-time jobs) (in chronological order)

公司名稱 Name of Company	職位 Position Held	工作性質 Nature of Work	日期(日/月/年) Date(DD/MM/YYYY)	
			由 From	至 To

特別技能及知識

Special Skills and Knowledge

社區／課外活動 (例如：學生會)

Community/ Extra-Curricular Activities (e.g. Student Union)

機構／學會名稱 Name of Organization/Society	職位 Position Held	工作／活動性質 Nature of Work/Activity	日期(日/月/年) Date(DD/MM/YYYY)	
			由 From	至 To

請列出你對是次實習經驗的期望 (必須填寫)

Please give a brief description of what you hope to gain from this internship (must fill in)

聲明書

Declaration

本人_____（申請人姓名），持香港身份證號碼_____（_____），現特此聲明本人是香港特別行政區居民及可在香港合法受僱。

I, _____ (*Name of Applicant*), holder of Hong Kong Identity Card No. _____ (_____), hereby declare that I am a resident of the HKSAR and lawfully employable in Hong Kong.

本人已細閱《申請人須知》，並完全明白所有內容。現特此聲明：本人在這份申請表內所填報的各項資料，盡本人所知，均屬詳盡而真實的資料。
I have read and fully understood the “Notes for Applicants”. I declare that the information provided by me in this application form is complete and true to the best of my knowledge.

本人明白若然在申請截止日期的 4 星期內沒有收到任何回覆，則表示本人的申請沒有獲得接納。

I understand that my application is regarded as unsuccessful if I do not receive any response within 4 weeks from the deadline for application.

本人明白並同意，如有需要，上述資料會送交獲授權處理有關資料的政府部門及其他組織或機構，用以處理及檢討實習計劃和基金成效之用。

I understand and accept that the information given above will be provided to Government departments and other organizations or agencies authorized to process the information for purposes relating to the implementation and reviewing of the Internship Scheme and the MATF.

申請人簽署
Signature of Applicant _____

父母或監護人簽署 (如申請人不足 18 歲)

Signature of Parent or Guardian
(for applicants aged under 18) _____

日期
Date _____

父母或監護人姓名
Full name of Parent or Guardian _____