

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 (MATF)
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. 「海運和航空業實習計劃（航空）」（實習計劃）旨在為年輕一代提供實習機會，並且提供資助，讓他們及早了解海運業的運作和就業前景。

The objective of the Maritime and Aviation Internship Scheme (Aviation) (Internship Scheme) is to provide the young generation with the internship experience and sponsorship so as to give them early exposures to the operations and career prospects in the maritime industry.

2. 獲參與公司聘用的合資格申請人，將會進行為期四星期（即 28 天）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）。

An eligible applicant employed by a participating company will be engaged in internship for four weeks (i.e. 28 days) or more, and receive an honorarium from the company (part of which is sponsored by the MATF).

符合資格的申請人 Eligible applicants

3. 申請人必須為可在香港合法受僱之香港居民，並同時是¹ –
- (a) 於本地院校²修讀任何學士學位或副學位課程的本地全日制學生³（包括準畢業生）；或
 - (b) 於香港以外院校修讀任何學士學位或副學位課程的全日制學生（包括準畢業生）；或
 - (c) 中六離校生。

An applicant must be a **Hong Kong resident** who is **lawfully employable in Hong Kong** and currently⁴ –

- (a) a full-time **local student**⁵ (including one who is in his/her final year of study) undertaking an undergraduate or sub-degree programme in any **local institution**⁶; or
- (b) a full-time student (including one who is in his/her final year of study) undertaking an undergraduate or sub-degree programme in any **institutions outside Hong Kong**; or
- (c) a secondary six school leaver.

4. 有關可申請的實習職位和詳情，可瀏覽 <https://www.tlb.gov.hk/matf/tc/maritime/mais.html>。

For the list of available internship positions and related details, please visit <https://www.tlb.gov.hk/matf/eng/maritime/mais.html>.

申請手續 Application procedures

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，連同履歷表直接遞交予相關公司。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。

¹ 不包括現正修讀研究院課程的學生。

² 本地院校名單：<https://www.edb.gov.hk/tc/edu-system/postsecondary/local-higher-edu/institutions/index.html> 及 <https://www.cspe.edu.hk/tc/institution-list.html>

³ 「本地學生」的定義：<https://www.jupas.edu.hk/tc/page/detail/3670/>

⁴ Excluding the students currently undertaking postgraduate programmes.

⁵ Definition of 'Local Students': <https://www.jupas.edu.hk/en/page/detail/3670/>

⁶ Lists of Local Institutions: <https://www.edb.gov.hk/en/edu-system/postsecondary/local-higher-edu/institutions/index.html> and <https://www.cspe.edu.hk/en/institution-list.page>

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 and 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

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

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四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 four 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 authorised 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
