



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<sup>1</sup> –

- (a) 於本地院校<sup>2</sup>修讀任何學士學位或副學位課程的本地全日制學生<sup>3</sup>（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 currently<sup>4</sup> –

- (a) a full-time **local** student<sup>5</sup> (including one who is in his/her final year of study) undertaking an undergraduate or sub-degree programme in any **local institution**<sup>6</sup>; 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。

<sup>1</sup> 不包括現正修讀研究院課程的學生。

<sup>2</sup> 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>

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

<sup>4</sup> Excluding the students currently undertaking postgraduate programmes.

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

<sup>6</sup> 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>

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

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。

An applicant should complete all parts of this application form, and sign the form as required. Incomplete application forms may not be considered by the companies.

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。

An applicant may be required to verify the information submitted and/or to provide additional information for further processing of his/her application.

8. 申請人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申請期間收集的所有個人資料，只用於直接與該申請相關的用途。

An applicant provides his/her personal data to the relevant company on a voluntary basis. All personal data collected by the company concerned during the application process shall be used only for the purposes directly related to the applications.

9. 如申請人獲成功聘用，僱主會將他／她的申請資料送交相關政府部門及其他組織或機構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 the relevant Government departments and other organisations or agencies for further processing and review of the effectiveness of the Internship Scheme and the MATF.

10. 如欲查詢或要求更正申請表上的個人資料，可以書面方式向有關公司提出。

Enquiries in relation to or requests for correction of the personal data provided in application forms can be raised to the companies concerned in writing.

11. 申請人在實習期滿後 14 天內須填妥並向相關公司提交由運輸及物流局提供的實習生評估報告表。

An applicant should, within 14 days after the completion of internship, complete and submit the “Evaluation Form for Interns” provided by the Transport and Logistics Bureau to the company concerned.

## 查詢 Enquiries

12. 如就實習計劃(海運)或海運及空運人才培訓基金有任何查詢，請電郵至 [matf@tlb.gov.hk](mailto:matf@tlb.gov.hk) 或致電計劃熱線 3509 8140。

For enquiries concerning the Internship Scheme or the MATF, please email to [matf@tlb.gov.hk](mailto:matf@tlb.gov.hk) or call the Scheme hotline at 3509 8140.



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)

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"/> Gender Male Female
香港身分證號碼 Hong Kong Identity Card Number	
住址 Residential Address	
聯絡電話 Telephone Number	電郵地址 Email 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（請按考獲資格日期順序列出） 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）# Qualifications (e.g. Hong Kong Diploma of Secondary 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（請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 （本地/非本地學生） Schools, Colleges, and Universities attended/attending (Local/Non-local student)	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）

The expected date of obtaining degree/sub-degree of the current programme (MM/YYYY) \_\_\_\_\_

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      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 \_\_\_\_\_

日期

Date \_\_\_\_\_

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)

\_\_\_\_\_

父母或監護人姓名

Full name of Parent or Guardian

\_\_\_\_\_