

Internship Application Form

Hong Kong Maritime Museum

Please tick the type of internship for which you are applying:

If more than one type of internship interests you, please rank your preferences 1, 2, 3, etc.

<input type="checkbox"/>	Curatorial
<input type="checkbox"/>	Education and Public Programmes
<input type="checkbox"/>	Marketing Management
<input type="checkbox"/>	Library and Archival Collection Management

Please indicate below your preferred start and end dates.

Start date:	End date:
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Personal Details		
Title	Surname	First Name(s)
Home Address		
Telephone		
Mobile		
Email		
Date of Birth (DD/MM/YYYY)		
Nationality:		
Hong Kong ID:		
Languages: <i>Please indicate native language</i>		

Education and Training

Please list all education and relevant training courses you have (degrees/ diplomas/ professional qualifications etc.) or are currently studying for. List most recent first.

From – To (MM/YY)	Name and address of organisation / institution providing education or training	Title of qualification awarded	Principal subjects/ skills covered

Employment and Work Experience

From - To month / year	Employer (name and address)	Job Title and Responsibilities	Reason for leaving

Your Suitability for This Position

Explain why you have applied for this position and why you think you are suitable (Please refer to Internship specification and explain how you meet the essential and where possible the desirable criteria outlined. (Max 500 words)

Additional Information

Please write here any additional information, not covered elsewhere, which will strengthen your application. (Max 500 words)

Declaration

I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my appointment to this position.

The statements made on this form are true. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if I am accepted in this position.

Name: (please type/print)

Date:

To apply:

Send completed **Application Form and two letters of reference**, one of whom should be your current/past employer to the Executive Officer at **willycheung@hkmaritimemusuem.org**.

Referees should email their letters directly to willycheung@hkmaritimemuseum.org. Please ensure that referees state the candidate's name clearly in the **subject line!**

Deadlines

2 months in advance for application during the Year

3 months in advance for application between June and September

Only completed applications will be considered; applications without referee's letters will not be considered complete and therefore not reviewed.

Short-listed applicants will be invited by email to interview 2-3 weeks following the application deadlines above. We regret that due to the volume of applications received only short-listed candidates will be contacted.

If you cannot attend an interview at The Hong Kong Maritime Museum on this date, please contact the Executive Officer so that an alternative arrangement may be made. International applicants are not expected to attend an interview in person; instead, short-listed international applicants may be offered a telephone or Skype interview.

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www.hkmaritimemuseum.org