

**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.**

|  |  |
| --- | --- |
|  | Curatorial |
|  | Education and Public Programmes |
|  | Marketing Management |
|  | Events Management |

**Please indicate below your preferred start and end dates.**

|  |  |
| --- | --- |
| **Start date:** | **End date:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details** | | | |
| Title | Surname | | First Name(s) |
| Home Address | |  | |
| Telephone | |  | |
| Mobile | |  | |
| Email | |  | |
| Year of Birth  (YYYY) | |  | |
| Nationality | |  | |
| Hong Kong ID  holder | | Yes/No (Please indicate. No need to state your HKID number) | |
| Languages:  *Please indicate native*  *language* | |  | |

# 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 (MM/YY) | | 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:  Date: |

## To apply:

Send completed **Application Form and one reference letter**, which should be your current/past employer, professor, tutor, etc., who should know you well, to the Executive Officer at [**willycheung@hkmaritimemusuem.org**.](mailto:willycheung@hkmaritimemusuem.org)

Referees should email their recommendations directly to [willycheung@hkmaritimemuseum.org.](mailto:willycheung@hkmaritimemuseum.org) Please ensure that referees state the applicant’s name clearly in the **subject line**!

**Deadline**

1. **month in advance**

Only completed applications will be considered; applications without a referee’s letter will not be considered complete and therefore not reviewed.

Short-listed applicants will be invited for an interview. We regret that, due to the volume of applications received, only short-listed candidates will be contacted.

Hong Kong Maritime Museum

Tel: +852 3713 2500

[www.hkmaritimemuseum.org](http://www.hkmaritimemuseum.org/)

Note: Collection of your personal data is required for assessment of your suitability to be appointed as an intern of our museum. Provision of your personal data is entirely on a voluntary basis. It should be noted that, however, those who fail to provide sufficient personal data for assessment may not be reviewed on his/her suitability for appointment. The submitted personal data may be inspected and/or transferred to the Government law enforcement agencies upon lawful request. Personal data of those who have failed to be accepted as our interns will only be kept in our record for one year and then they will be destroyed; and for the interns’ they will be kept for seven years.

(Revised on 2023-03-04)