



Part-time / Temporary(*less than 3 months*) / Summer Job Recruitment Form

(Please Print or Type)

Name of Employer: _____

Address : _____

Tel No. : _____ Fax No.: _____ Website (*if applicable*) : _____

Nature of Business : _____ Products / Services : _____

Country of Company Ownership : _____ Parent Company (*if applicable*): _____

No. of Staff (*approx.*)in HK : _____ No. of Staff (*if applicable*) Worldwide : _____

Position Offered : _____ No. of Vacancies : _____

Job Description : _____

Working Hours : _____

Period of Service : _____ Place of Work : _____

Salary : Negotiable Basic Salary (*please specify*) : _____

Commission (*if any*): _____ Allowance (*if any*): _____

Others (*pls specify*) : _____

Field of Study : Any discipline See next page of Fields of Study Required

Education Level : Diploma/Higher Diploma Bachelor Master / Ph.D

Year of Study : Year 1 Year 2 Final year ALL

Other Requirements : _____

Remarks : _____

Application Methods:

Apply to : _____ Title/Department : _____

via the Career Planning & Development Centre

OR directly to the Employer

by mail (company address) by fax _____ by phone _____

by email _____

by others _____

Documents Required: Covering letter Resume Examination Results Company Application Form

University Standard Application Form Others _____

Application Closing Date : _____

Contact Person for Further Details: (*For Office Use Only*)

Contact Name : _____ Title/Department : _____

Tel No.: _____ Fax No.: _____ Email address (*if applicable*) : _____

Authorized Signature with Company Chop

Name in Print

Date



(For Part-time / Temporary (less than 3 months) / Summer Job use only)

Fields of Study – please ‘✓’ in the appropriate boxes or please specify: _____

Faculty of Arts

- ALL fields of Arts
- Chinese Language & Literature
- English
- Fine Arts
- History
- Japanese Studies
- Music
- Philosophy
- Religion Studies and Theology
- Translation

Faculty of Business Administration

- ALL fields of Business Administration
- Hotel Management
- Integrated BBA Programme
 - Accountancy
 - Decision Sciences & Managerial Economics
 - Finance
 - International Business
 - Management
 - Marketing
- Professional Accountancy Programme
- Quantitative Finance

Faculty of Education

- ALL fields of Education
- Language Education
- Physical Education & Sports Science
- Primary Education

Faculty of Engineering

- ALL fields of Engineering
- Computer Engineering
- Computer Science
- Electronic Engineering
- Information Engineering
- Automation & Computer-Aided Engineering
- Systems Engineering & Engineering Management

Faculty of Science

- ALL fields of Science
- Biochemistry
- Biology
- Chemistry
- Chinese Medicine
- Environmental Science
- Food & Nutritional Sciences
 - Materials Science
- Mathematics
- Molecular Biotechnology
- Physics
- Statistics

Faculty of Social Science

- ALL fields of Social Science
- Anthropology
- Architecture Studies
- Economics
- Geography
- Government & Public Administration
- Journalism & Communication
- Psychology
- Social Work
- Sociology