

AUSTCHAM INTERNSHIP: HOST COMPANY APPLICATION

COMPANY INFORMATION

Company:	
Address:	City: Hong Kong
Phone:	E-mail:
Hong Kong Business Registration Number:	Website:
Nature of Business: <i>(e.g. Finance, Consulting, Legal Services, etc. list all relevant)</i>	

COMPANY CONTACT INFORMATION

Name:	Position:
Phone:	Email:

INTERN PLACEMENT JOB DESCRIPTION

Number of potential openings:		
Would you like to limit the number of candidates put forward?	Yes / No	If Yes, how many applicants?:
Duration: <i>(Suggested 26 November)</i>	Completion Date: <i>(Suggested 8 February)</i>	
Are you flexible as to when you accept interns? Yes / No	Comments:	
Location: <i>(As per office location, please advise if any site/field work or travel involved)</i>		
Typical Working Hours:	Reports to: <i>(Name and Position Title)</i>	
Candidate Under-Graduate Degree: <i>(i.e. existing study; e.g. Commerce, Law; majors)</i>		
Languages Required:		
Native/Fluent:	Proficient:	Basic:
Essential/Non-Negotiable Skills Requirement:		
Desired Skills:	Other Qualifications/Experience:	
Role Outline/ Specific Project Description/Project Deliverables: <i>(2-3 sentences sufficient)</i>		

PLEASE SEND YOUR COMPLETED APPLICATION TO: intern@austcham.com.hk

We authorize the Australian Chamber of Commerce in Hong Kong (AustCham) to advertise internship openings for our company. AustCham does not guarantee assigning an intern nor does signing this form constitute any formal employment agreement with AustCham or any prospective interns. The host company bears all responsibility to ensure employment of interns satisfies Hong Kong laws and regulations.

This agreement relates to participation in the AustCham Internship Programme only. Any payment for sponsorship, membership or otherwise will fall outside of this agreement.

Signature of Host Company Representative:

Date:
