



AUSTCHAM INTERNSHIP: HOST COMPANY APPLICATION			
All fields marked '*' are mandatory			
COMPANY INFORMATION			
<b>Company*:</b>			
<b>Address*:</b>			<b>City:</b> Hong Kong
<b>Phone*:</b>		<b>E-mail*:</b>	
<b>Hong Kong Business Registration Number*:</b>			
<b>Nature of Business*:</b>		<b>Website*:</b>	
COMPANY CONTACT INFORMATION			
<b>Name*:</b>		<b>Position*:</b>	
<b>Phone*:</b>		<b>Email*:</b>	
INTERN PLACEMENT JOB DESCRIPTION			
<b>Number of potential openings*:</b>			
<b>Specify departments*:</b>			
<b>Would you like to limit the number of candidates put forward*? Yes / No</b>			<b>If Yes, how many?</b>
<b>Duration*</b>	<b>Start date*</b>	<b>End date (approx.)*</b>	
<b>Are you flexible as to when you accept interns*? Yes / No</b>		<b>Comments:</b>	
<b>Location*:</b> <small>(As per office location, please advise if any site/field work or travel involved)</small>		<b>Is there any remuneration for students? i.e minimum wage, octopus, travel allowance, lunch, etc?</b>	
<b>Typical Working Hours*:</b>	<b>Reports to*:</b>	<b>Name:</b> <b>Position/title:</b>	
<b>Candidate Under-Graduate Degree*:</b> <small>(i.e. existing study; e.g. Commerce, Law; majors)</small>			
<b>Languages Required*:</b>			
Native/Fluent:		Proficient: Basic:	
<b>Essential/Non-Negotiable Skills Requirement*:</b>			
<b>Desired Skills:</b>		<b>Other Qualifications/Experience/Pre-requisites:</b>	
<b>Company description (max 100 words):</b> <small>(can attach separately)</small>			

**Role Outline (include any specific Project Description/Department)\*:**  please tick if attached separately  
(2-3 sentences)

**Key tasks:**

Do you require any checks/formalities to be dealt with prior to commencement? Please provide details if applicable.

### HOST COMPANY DECLARATION

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. Employment of interns must satisfy Hong Kong laws and regulations.

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

**Signature of Host Company Representative\*:**

**Date:**

### END OF APPLICATION FORM

PLEASE SEND YOUR COMPLETED APPLICATION TO [INTERN@AUSTCHAM.COM.HK](mailto:INTERN@AUSTCHAM.COM.HK)

**FOR OTHER ENQUIRIES PLEASE CONTACT:**

**JULIAN FINLAYSON +852 9124 9000 [JULIAN.FINLAYSON@AUSTCHAM.COM.HK](mailto:JULIAN.FINLAYSON@AUSTCHAM.COM.HK)**