



Internship Programme (Hong Kong Office) Application Form (Form IP1)

I. Personal Information

Place a recent photograph here, if available (not mandatory)	Surname	Given Names
	Name in Chinese (if any)	Title: *Mr/Mrs/Ms/Miss
	Date of Birth	Place of Birth
	Nationality	*Passport/H K Identity Card No
	Telephone No (Office) (Home)	E-mail
Correspondence Address		
Permanent Address		

**Please delete whichever is inapplicable.*

II. Educational Background

Dates (month/year)		School, College or University Attended	Full-time or Part – Time	Qualification Obtained (Certificate, Diploma, Degree, etc. In the case of degree, specify classification and field of study.)	Date of Award
From	To				

III. Employment Background

Dates (month/year)		Name and Address of Organization, and Nature of Business	Full-time or Part- Time	Title of Position Held and Nature of Duties
From	To			

IV. Professional Qualifications

Name of Professional Institution	Award (grade or class of membership of professional bodies)	How Obtained (e.g. by examination/election)	Date of Award

V. Other Information

Other pertinent information (e.g. relevant activities and pursuits, etc.)

****Part II – IV, submission of a CV containing the requested information in lieu of completing each section is acceptable.**

VI. Declaration

1. I have read and agreed to the Personal Data (Privacy) Ordinance Notice.
2. I authorise HKIAC, its staff, employees and/or members of HKIAC to deal with, utilize and/or assess the data submitted by me as may be required in connection with my application for the HKIAC Internship programme.
3. I understand that my data will become a part of HKIAC's files and may be used for all purposes deemed necessary or useful by HKIAC.
4. I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will disqualify my application.

Please sign below to confirm your agreement to the disclosure of the information contained in the application and your confirmation of its accuracy.

Date: _____ Signature: _____

*Passport/
H.K.I/D. No.: _____ Name : _____

VII. References

Please provide the names and contact details of two persons in which reference reports could be obtained.

1. Name:

2. Name:

Business Address:

Business Address:

Tel. No.:

Tel. No.:

E-mail:

E-mail:

Occupation:

Occupation:

Relationship:

Relationship:

To facilitate HKIAC in obtaining reference reports, please complete the authorisation below:

I hereby authorise the Hong Kong International Arbitration Centre to obtain information relating to my academic or work performance from my University / College or my former or present employer.

Date: _____ Signature: _____

*Passport/ H.K.I/D. No.: _____ Name : _____

Personal Data (Privacy) Ordinance Notice

Persons who supply data in their application to Hong Kong International Arbitration Centre (HKIAC) are advised to note the following points pursuant to the Personal Data (Privacy) Ordinance.

1. Personal data provided in this application form will be used solely for the purpose of approval for the HKIAC Internship Programme, and in this connection the data herein will be dealt with by HKIAC staff.
2. After an application for assessment has been duly processed, the application papers of the candidates will be retained in a file established by HKIAC for each applicant. Such information will be retained by HKIAC for as long as it deems necessary or useful.
3. Under the provisions of the Personal Data (Privacy) Ordinance, an applicant has the right to request access to, and the correction of, his/her personal data as retained by HKIAC. Applicants wishing to access or make corrections to their data should submit written requests to the Secretary-General of HKIAC.

**Please delete whichever is inapplicable.*