

Official Use
(只供主辦單位填寫)

CareER Scholarship Program 2023 Application Form

本人有意申請 I am applying for:

☐ 大專生獎學金

Scholarship for Post-Secondary Students/ Graduates

☐ 高中生（中四至中六）獎學金

Scholarship for Senior-Secondary (Form 4 to 6) Students

請以電腦填寫此份申請表。

Please type the application form in BLOCK LETTERS.

近照
(請以 jpeg 格式提交)

Recent photo
(please submit in
jpeg format)

個人資料 Personal Particulars

姓：_____ 名字：_____

Last Name: _____ First Name: _____

香港身份證號碼/護照號碼: (頭4位數字)

HKID/ Passport Number: (First 4 digits only) _____

出生日期(日/月/年):

Date of Birth (DD/MM/YY): _____

年齡：

Age: _____

電話

Contact No: _____

WhatsApp電話:

WhatsApp Contact No.: _____

電郵地址 Email Address: _____

你的殘疾或特殊學習需要:

Type of Disability/ SENs: _____

現時所就讀學校:

Name of School: _____

級別:

School Year : _____

就讀學科: (大專組用)

School Program:

(For Post-Secondary only) _____

申請人必須提供一份由衛生署或醫院管理局的醫生信副本證明你的狀況。在特殊情況下，主辦單位才接納由私家醫生或私人醫院發出的醫生信。如申請人未能提供醫生信副本，主辦單位亦接受以下其中一項作證明：

- 由勞工及福利局發出的殘疾人士登記證副本
- 由社會福利署發出證明申請人享有傷殘津貼的確認信副本

Applicant **must** submit **a copy** of letter issued by **Department of Health** or **Hospital Authority** on your condition. We only accept medical letter from private sectors in special circumstances. If applicant cannot provide the copy of medical letter, you can submit **one** of the following as the proof:

- Copy of the **Registration Card for People with Disabilities** issue by the **Labour and Welfare Bureau**
- Copy of the letter of the approval of **Disability Allowance** issue by the **Social Welfare Department**

緊急聯絡人 Emergency Contact Person

姓名 Name:

聯絡電話 Contact No.:

電郵地址（如有） Email Address (optional):

與申請人之關係 Relationship with the Applicant:

社區服務或課外活動 Community Services and Extra-Curricular Activities

請列出現在和過去你參與的課外活動/社會服務的詳情。

Please give details of your present and past extra-curricular /community service.

日期 Date	服務詳情 Particulars of Service	服務崗位 Position Held

請提供最多三項（照片或影片均可）你曾參與並覺得自豪／有意義的社區服務或課外活動。請謹記提供的資料中必須清楚見到申請人。如提供照片，請以JPEG 格式提交，注意檔案不能超過5MB。

Please provide **up to three** sources (e.g. photos / videos) of community services or extra activities which you participated in and felt very proud / meaningful. The applicant must be clearly visible in the information provided. Please note that photo(s) submitted must be in JPEG format and the file cannot exceed 5MB.

你亦可提供連結 You can also insert the link of the source(s):

1

2

3

個人簡介 **Personal Statement**

1. 請以不多於100字簡述你現時的身體情況或特殊學習需要。

Please explain your body condition(s) / SENs condition(s) in no more than 100 words.

2. 請以不多於300字說明為何你會申請此獎學金計劃？

Why are you applying for the CareER Scholarship Program? Please explain in no more than 300 words.

申請人另需提交以下文件：

- 英文履歷 (以兩頁為限)，履歷範本可參考本申請表的第7頁。
- 有效學生證副本 (於現時就讀高中或大專院校的申請人)；或
- 畢業證書副本 (適用於已畢業的申請人)

Applicant is required to submit the following documents:

- A Curriculum Vitae (not exceeding 2 pages) in **English**, templates can be found on page 7 of this form.
- A copy of a valid Student Card issued by your school (Applicable for applicant currently studying in Senior Secondary School or Post-secondary Institute); or
- A copy of the Graduation Certificate (Applicable for graduated applicant)

申請人聲明

本人明白於此表格中提供的所有個人資料均屬自願，如未能提供此類資料和所需文件可能會影響申請的過程和結果。本人在此聲明，在此申請表上填報的資料，就本人所知均屬真確。任何虛假陳述都可能導致取消資格。本人明白申請此獎學金計劃將自動成為CareER Association會員，並同意以電郵或即時通訊軟件收取有關CareER活動之宣傳資料。

本人明白若申請成功:

- a. 本人必須參加獎學金頒贈儀式，為期6個月的友師計劃並擔任高中獎學金得獎者於友師計劃之友師，另亦需參與CareER Scholarship Program (下稱「本計劃」) 活動及達成得獎者之責任。每次不可遲到或早退超過15分鐘，否則將視為缺席。(適用於大專組申請人)
- b. 本人必須參加獎學金頒贈儀式，為期6個月的友師計劃並需參與本計劃活動及達成得獎者責任。每次活動不可遲到或早退超過15分鐘，否則將視為缺席。(適用於高中組申請人)
- c. 本人如無合理理由而缺席超過兩次CareER舉辦的活動，本人將被暫停參加未來3個月的所有活動 (包括獎學金計劃的活動)。
- d. 本人需要在2023年12月31日前提交1) 一篇文章關於如何運用獎學金，參加友師計劃之得著 (高中組不少於300字；大專組不少於500字) /影片 (約3-5分鐘) 及2) 你與友師/友員的作品。
- e. 本人同意本計劃使用本人之資料/相片於相關媒體和宣傳資料 (如網站，社交媒體平台，出版刊物和其他平台) 作報導及推廣本計劃之用。

本人明白若最後未能達成以上計劃要求，得獎者將有機會不能獲發第二期之獎學金。

如中、英文兩個版本有任何抵觸或不相符之處，應以英文版本為準。

Declaration by the Applicant

I understand that the provision of all personal information requested in this form is obligatory and failure to provide such information and required documents may affect the process and the outcome of the application. I declare that the information provided in this application form is the best of my knowledge, complete and accurate. Any misrepresentation may lead to disqualification. I also understand that I will automatically become a member of CareER and agree to receive events newsletter sent from us by email or instant messages.

I understand that if I was successful in the application:

- a. I am required to attend the award ceremony, 6 months mentorship program, being the mentor for the Senior Secondary Scholarship Awardees, attend the activities organised by and meets the awardees responsibilities of the CareER Scholarship Program. One may treat as absent if the he/she is late or leave early for more than 15 minutes. (Apply to Post-Secondary Applicant only)
- b. I am required to attend the award ceremony, 6-month mentorship program, attend the activities organised by and meets the awardees responsibilities of the CareER Scholarship Program. One may treat as absent if the he/she is late or leave early for more than 15 minutes for the activity. (Apply to Senior-Secondary Applicant only)
- c. Any absence without valid reason to enrol CareER events and activities for 2 times will cause temporary suspension from attending any future CareER events and activities for 3 months (including events under CareER Scholarship Programme).
- d. I am required to submit 1) an article in Chinese or English (at least 300 words for Senior-secondary; at least 500 words for Post-secondary) or a 3 to 5 minutes video on how to utilise the scholarship award and the impacts of the Mentorship Program, and 2) a group assignment with your mentor or mentee by 31 December 2023.
- e. I would be included in media related and promotional materials published by CareER, (such as website, social media platforms, publications and other channels) for reporting and promotion of the program.

Awardees failing to comply with the above program requirements **may not** able to receive the second instalment of the scholarship award.

In the event of any conflict or inconsistency between the Chinese and English versions, the English version shall prevail.

日期Date : _____ 申請人簽署Applicant's Signature : _____

諮詢人聯絡Contact of Referee:

(必須為學校教職員/社工/輔導組職員 School teaching staff/ social worker/ counselling staff only)

姓名 :	電話 :
Name :	Contact :
電郵 :	
Email :	

你是如何得知此獎學金計劃？ How do you know about this Scholarship Program?

- ☐ 社交媒體 (Facebook/ Instagram)
- ☐ CareER網頁 CareER Website
- ☐ 學校教職員或社工 Teaching Staff / Social Worker
- ☐ 非政府或非營利團體 NGOs/Non-profit Organizations
- ☐ 同學/朋友/師兄師姐 Classmates/ Friends/ School Alumni

報名清單

- ☐ 是否已完成整份申請表？
- ☐ 近照 (以jpeg格式)
- ☐ 最多三項（照片或影片均可）的社區服務或課外活動
- ☐ 醫生信副本 / 傷殘津貼確認信副本/ 殘疾人士登記證副本
- ☐ 學生證副本（適用於現時就讀高中或大專院校的申請人）
- ☐ 畢業證書副本（適用於已畢業的申請人）
- ☐ 英文履歷

請把以上所需文件於**2023年2月28日或之前**電郵至scholarship@career.org.hk。

Application Checklist

- ☐ Have you completed the application form?
- ☐ Recent Photo (in jpeg format)
- ☐ Up to 3 sources (e.g. photos / videos) of community services or extra activities you participated in
- ☐ Copy of the Medical Proof letter/ Copy of Disability Allowance Confirmation Letter/
Copy of Registration Card for People with Disabilities
- ☐ Copy of Student Card (Applicable to applicant currently studying in Senior Secondary School or Post-Secondary Institute)
- ☐ Copy of the Graduate Certificate (Applicable to graduated applicant)
- ☐ Curriculum Vitae in English

Please submit your application by email to scholarship@career.org.hk on or before 28 February 2023.

Appendix 1: SAMPLE CV

MICHELLE CHAN

Tel: 9123 1234

Email: info@career.org.hk

Summary

Self-motivated and professional office assistant with extensive experience serving top management in a multinational environment. Recognized for professionalism and competence in managing affairs and supporting organizational goals.

Work Experiences

2017 – present

- Office Assistant, ABC Limited
 - To perform a full spectrum of administrative functions, including facilities management and equipment procurement.
 - To maintain the filing system and ensure security of records, correspondence and documents.
 - To assist senior executives in drafting correspondence, press releases and other documents.

2016 – 2017

- Part-time Administrator, XYZ Education Centre
 - To handle customer enquiries at front desk and perform administrative duties to ensure smooth operation of the Centre

Education

2013 – 2017

Bachelor of Arts in English, University of Hong Kong
Upper second class

2011 – 2017

Form 1 to 6, HK Government School

Extra-curricular activities / Community services

2015-2016 Chairperson of English Society, University of Hong Kong

Computer skills

Microsoft Office (Word, PowerPoint, Excel & Access)

Languages

Cantonese (Native), English (Fluent), Mandarin (Fluent)