

**Global Y Trainee Programme 2019****Goals of Internship:**

- To promote international youth movement by raising youths' awareness of global issues;
- To develop positive working attitude in students and enhance their employability in their future career;
- To allow students to develop their leadership, communication skills, sense of responsibility and to explore their unique potentials;
- To act as a platform that fosters friendships across cultures and countries around the globe.

**Internship Countries & Programme Fees:**

Continents	Internship Locations (mainly at YMCA centres)	Programme Fee*
North America	USA**	\$15,000
	Canada	\$10,000
South America	Brazil, Colombia, Mexico, Peru	\$9,000
Europe	UK**	\$15,000
	Germany, Greece, Netherlands, Spain	\$10,000
	Belarus, Bulgaria, Poland, Romania, Russia, Ukraine	\$9,000
Oceania	Australia, Fiji, New Zealand	\$10,000
Africa	Tanzania	\$5,000
Asia	Laos, Malaysia, Myanmar, Nepal, Outer Mongolia, The Philippines, Singapore, Sri Lanka, Thailand	\$5,000
	Japan, Korea	\$6,500
	Taiwan	\$4,500
	Mainland China	\$3,000

\* Including accommodation and partial meals.

\*\* Stipend will be given.

**Additional Expenses to be paid by Participants:**

- \$500 deposit for programme fee below \$10,000 or \$1,000 deposit for programme fee at or above \$10,000
- Round-trip flight tickets
- Travel Insurance
- VISA application fee (if any)

**Internship Duties:**

- Plan and provide activities in centres or campsites for children and youths;
- Organise creative or cultural programmes for service targets;
- Provide administrative / logistics / back-end support for centres, offices, and /or campsites; and
- On-site job assignments by local supervisors.

**Content & Schedule:**

- Training Day 23 March 2019 (Sat)
- Local Trainee Programme April to June 2019 (fulfil at least 8 working hours)
- Pre-departure Briefing 7 April 2019 (Sun)
- Overseas Internship Late May to August 2019 (4 to 10 weeks)

**Application Method:**

Please return the application form with your resume to Ms Wendy Lau (CEDARS Student Development Team) in CEDARS office (3/F Meng Wah Complex, Main Campus, The University of Hong Kong)

Enquiry: Ms Daphne Mok (3917-8091)

**Application Deadline: 24 January 2019 (Thursday) 5:30pm Interview: 29 / 30 January 2019 (Tue / Wed)**



## Global Y Trainee Programme 2019 APPLICATION FORM

Please submit this form **with your resume** to Ms Wendy Lau (CEDARS Student Development Team) in CEDARS office (3/F Meng Wah Complex, Main Campus, The University of Hong Kong) **by 24 January 2019 (Thursday) 5:30pm.**

### I) Internship Preference

*Please indicate your internship preferences (rank the first 3 preferences: 1 is the most preferred)*

North America	<input type="checkbox"/> Canada	<input type="checkbox"/> USA		
South America	<input type="checkbox"/> Brazil	<input type="checkbox"/> Colombia	<input type="checkbox"/> Mexico	<input type="checkbox"/> Peru
Europe	<input type="checkbox"/> Germany	<input type="checkbox"/> Greece	<input type="checkbox"/> Netherlands	<input type="checkbox"/> Spain
	<input type="checkbox"/> UK			
	<input type="checkbox"/> Belarus	<input type="checkbox"/> Bulgaria	<input type="checkbox"/> Poland	<input type="checkbox"/> Romania
	<input type="checkbox"/> Russia	<input type="checkbox"/> Ukraine		
Oceania	<input type="checkbox"/> Australia	<input type="checkbox"/> Fiji	<input type="checkbox"/> New Zealand	
Africa	<input type="checkbox"/> Tanzania			
Asia	<input type="checkbox"/> China	<input type="checkbox"/> Japan	<input type="checkbox"/> Korea	<input type="checkbox"/> Laos
	<input type="checkbox"/> Malaysia	<input type="checkbox"/> Myanmar	<input type="checkbox"/> Nepal	<input type="checkbox"/> Outer Mongolia
	<input type="checkbox"/> The Philippines	<input type="checkbox"/> Singapore	<input type="checkbox"/> Sri Lanka	<input type="checkbox"/> Taiwan
	<input type="checkbox"/> Thailand			

*Please indicate your job nature preferences (rank the first 3 preferences: 1 is the most preferred)*

<input type="checkbox"/> Administrative / Clerical	<input type="checkbox"/> Day Care	<input type="checkbox"/> Summer Programmes
<input type="checkbox"/> Teaching (Language)	<input type="checkbox"/> Wild Camping	

### II) Personal Details (Please use BLOCK LETTERS)

Name: _____ (English)	Photo (Compulsory)
(According to HKID) _____ (Chinese)	
Gender: <u>  F/M  </u> Year of Study: _____ Student I.D.: _____	
Faculty: _____ Major: _____	
Birth: _____ (DD/MM/YYYY) / / _____ College: _____ (For CUHK students only)	
Contact No.: _____ (Mobile) _____ (Home)	
Email: _____ (1) _____ (2)	
YMCA Membership Card No.: _____ Expiry Date: _____ (dd/mm/yy)	
Nationality: _____ Are you a Christian? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Traveling Document: <input type="checkbox"/> HKSAR Passport <input type="checkbox"/> Others (please specify): _____	
Passport No.: _____ Expiry Date: _____	
*Return Home Permit No.: _____ Expiry Date: _____	
Emergency Contact person: _____ (Name) _____ (Contact no.) _____ (Relation)	

### III) Qualifications

Subjects taken in HKAL / HKDSE / Other Examinations (Please specify):	Grade
Cumulative GPA: _____	

### IV) Language Proficiencies

English Proficiency Rating <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	Others (Please specify): _____ <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
Mandarin Proficiency Rating <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	Others (Please specify): _____ <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent

### V) Responsibilities in University / Secondary School

Period	Student Union/Society/Club	Post

### VI) Experiences in Voluntary / Community Services:

Period	Organisation	Post

**\*\*\* Applicants may need to submit documentary proof upon request by University & College YMCA Department \*\*\***

## VII) Further Information

1. Why are you interested in this Programme?

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2. What do you expect to gain from / contribute to this Programme?

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3. What are your strengths and weaknesses?

Strengths:

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Weaknesses:

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4. Do you know how to swim?     Yes         No

5. List and explain your CAMP SKILLS as many as you can. **(Important!)**

*Please specify if you have any other skills, eg. Water Sports, Hiking, Horseback Riding, Performing Arts, Music, etc*

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6. Do you have any food allergies?     Yes (please specify) : \_\_\_\_\_

No

7. Additional information (optional):

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### VIII) Interview Arrangement

**Please** 「✓」 **at least 2 time slots on each day (total select at least 4 time slots)** below that you are available to attend the interview:

#### 29 January 2019 (Tue)

- |                                    |                                    |                                    |                                    |
|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> 0930-1015 | <input type="checkbox"/> 1030-1115 | <input type="checkbox"/> 1130-1215 | <input type="checkbox"/> 1230-1315 |
| <input type="checkbox"/> 1430-1515 | <input type="checkbox"/> 1530-1615 | <input type="checkbox"/> 1630-1715 | <input type="checkbox"/> 1730-1815 |

#### 30 January 2019 (Wed)

- |                                    |                                    |                                    |                                    |
|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> 0930-1015 | <input type="checkbox"/> 1030-1115 | <input type="checkbox"/> 1130-1215 | <input type="checkbox"/> 1230-1315 |
| <input type="checkbox"/> 1430-1515 | <input type="checkbox"/> 1530-1615 | <input type="checkbox"/> 1630-1715 | <input type="checkbox"/> 1730-1815 |

### REMARKS

1. All applicants must be full-time university students with valid University & College YMCA membership.
2. Please submit a completed application form **with your resume** to Ms Wendy Lau (CEDARS Student Development Team) in CEDARS office (3/F Meng Wah Complex, Main Campus, The University of Hong Kong) **by 24 January 2019 (Thursday) 5:30pm**. No late submission or incomplete applications will be considered.
3. Interview arrangement will be emailed to shortlisted applicants on or before **28 January 2019 (Monday)**.
4. Results will be announced through email by **22 February 2019 (Friday)**.

### DECLARATION

I, the applicant of Global Y Trainee Programme 2019, understand that:

1. It is my sole responsibility to check my email frequently to stay informed of the application progress and to be aware of all deadlines of relevant registration procedures and payment due dates;
2. Any false, withheld or misleading information on the application is grounded for immediate cancellation of the application from the Programme;
3. Upon accepting the offer, I am required to:
  - 3.1 pay the programme fee and \$500 / \$1,000 deposit to “**Chinese YMCA of Hong Kong**” by cheque by **4 March 2019**;
  - 3.2 attend all training camp, local internships, pre-departure briefing and other preparation meetings as assigned;
  - 3.3 work at the assigned internship destination / place / centre / campsite only;
  - 3.4 account for all travelling and personal expenses during the internship; and
  - 3.5 comply with the rules and regulations of University & College YMCA Department, Hang Seng Management College, and the assigned internship organisation;
4. University & College YMCA Department has the final decision on the suitability of the participants in continuing with any parts of the Programme;
5. All programme fee paid will not be refunded under any circumstances;
6. If I fail to complete the overseas internship, I will be liable for the cancellation of visa (if any) and insurance coverage and any costs incurred / owed. University & College YMCA Department and the internship organisation has no responsibility to provide any further supports to me once my internship is terminated;
7. The deposit will be forfeited if I fail to complete the following by **13 September 2019**:
  - 7.1 submit a reflective sharing not less than 100 words with 3 working photos to my Uni-Y<sup>®</sup> / College-Y<sup>®</sup> advisor in the middle of the internship period;
  - 7.2 schedule and attend the evaluation meeting with my Uni-Y<sup>®</sup> / College-Y<sup>®</sup> advisor;
  - 7.3 submit the self-evaluation form and the evaluation from overseas supervisor to my Uni-Y<sup>®</sup> / College-Y<sup>®</sup> advisor;
  - 7.4 submit at least 10 working photos; and
  - 7.5 complete the Programme with satisfactory performance and full attendance.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Global Y Trainee Programme 2019**

**Reference Form**

***(Compulsory)***

References from staff of University & College YMCA Department, Chinese YMCA of Hong Kong, friends or family members **WILL NOT** be accepted.

**Participant**

Name:

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Institution:

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Phone:

852 -

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Email:

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**Referee**

Name:

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Organization /  
Company:

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Title:

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Phone:

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Email:

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Relationship with  
Participant:

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## Global Y Trainee Programme 2019

### Appendix: Application Check list

Before submitting your application form, please check if the following items are done and make sure all necessary documents are attached.

P.2	(II) Personal Details <input type="checkbox"/> Personal Photo <input type="checkbox"/> YMCA membership card no. ➤ For new members, you can apply membership at the office of University YMCA® or College YMCA® of your institution when you submit the application form. ➤ For current members, please check carefully if your membership is still valid.
P.3	(III) Qualifications <input type="checkbox"/> Attach HKAL / HKDSE certificate copy <input type="checkbox"/> Attach GPA transcript copy (V) Responsibilities in University / Secondary School <input type="checkbox"/> Attach the certificate copies (if any) (VI) Experiences of Voluntary / Community Services <input type="checkbox"/> Attach the certificate copies (if any)
P.6	Reference Form (Compulsory) <input type="checkbox"/> Referee's information is required
Others	<input type="checkbox"/> Resume (CV)



# University YMCA® (The University of Hong Kong) Membership Application Form

Please submit this application form and fee to CEDARS Student Development Team at CEDARS office, 3/F, Meng Wah Complex, HKU. Please pay in exact tender (不設找續).

Please write in **BLOCK LETTERS** and check the appropriate boxes. **\*Required**

New Member       Renewing Member (membership ship no.: \_\_\_\_\_)

Type of Membership:     1 year (\$30)     3 years (\$80)     4+1 years (\$110)

Name\*: \_\_\_\_\_ (Chinese) \_\_\_\_\_ (English) (as appeared on ID)

Faculty\*:  Architecture     Arts     Business & Economics     Dentistry     Education

Engineering     Law     Medicine     Science     Social Sciences

Major\*: \_\_\_\_\_ Year of Study\*:  1     2     3     4     5     6     alumnus

UID No.\*: \_\_\_\_\_ Year of Admission\*: \_\_\_\_\_

Date of Birth\*: \_\_\_\_\_ (dd) \_\_\_\_\_ (mm) \_\_\_\_\_ (yy)    Age: \_\_\_\_\_    Gender\*:  M  F

Ethnicity\*:  Chinese     Non-Chinese    Place of Origin\*: \_\_\_\_\_ (籍貫)

HKID No.\*: \_\_\_\_\_ Contact No.\*: \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Home)

Email\*: \_\_\_\_\_ Facebook: \_\_\_\_\_

Address\*: \_\_\_\_\_

Religion: \_\_\_\_\_ Church: \_\_\_\_\_ Date of Baptism: \_\_\_\_\_ (dd) \_\_\_\_\_ (mm) \_\_\_\_\_ (yy)

Emergency Contact\*: \_\_\_\_\_ (Name) \_\_\_\_\_ (Contact No.) \_\_\_\_\_ (Relationship)

I agree to receive the latest news and members benefits of both Uni-Y(HKU) & Chinese YMCA of Hong Kong via mail/ email/ WhatsApp.

I do not agree to receive the latest news and members benefits of both Uni-Y(HKU) & Chinese YMCA of Hong Kong via mail/ email/ SMS / WhatsApp.

### Important Remarks:

- Membership fee will not be refunded under any circumstances.
- For replacements of lost membership cards, members have to re-submit this application form along with a replacement fee of HK \$10. The validity period for replacement membership cards remains unchanged.
- Members can renew their membership within three months prior to their membership expiry date. The renewed membership will be valid from the date of expiry.
- For enquiries, please contact 3917 8091 or email uniy@hku.hk.
- I hereby acknowledge that I have read and understood the above remarks and the membership policy on the website of Chinese YMCA of Hong Kong ([www.ymca.org.hk](http://www.ymca.org.hk)).
- Please keep your rewritable membership card properly and bring along your membership card for next renewal.

### Personal Information Collection Statement:

Chinese YMCA of Hong Kong undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data kept are accurate and secure. Your personal information (including your name, email address, etc) may be used by Chinese YMCA of Hong Kong for the purposes of sending you organizational updates, fundraising appeals, event invitations, surveys and other communication and marketing via telephone/post/electronic mails. If you do not wish to receive any communication from us, please email your Chinese and English full name, together with your membership number and telephone number to University & College YMCA Department at [univcy@ymca.org.hk](mailto:univcy@ymca.org.hk). For any enquiries, please contact us at 2705 2231.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (dd/mm/yy)

### For office use

Membership Fee: \$30 / \$80 / \$110

Card No.: \_\_\_\_\_

Received By: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Date: \_\_\_\_\_