

**Global Y Trainee Programme 2018****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 YMCA centres)	Programme Fee*
North America	USA**	\$15,000
	Canada	\$10,000
South America	Brazil, Columbia, Mexico, Peru	\$9,000
Western Europe	UK**	\$15,000
	Germany, Greece, Italy, Netherlands, Spain	\$10,000
Eastern Europe	Belarus, Bulgaria, Poland, Romania, Russia, Ukraine	\$9,000
Oceania	Australia, Fiji, New Zealand	\$10,000
Africa	Tanzania	\$5,000
Asia	India, Malaysia, 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 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 Camp 24-25 March 2018 (Sat & Sun)
- Local Internships March to June 2018 (fulfil at least 8 working hours)
- Pre-departure Briefing 8 April 2018 (Sun)
- Overseas Internship Late May to August 2018 (4 to 10 weeks)

**Application Method:**

Please return the application form with your resume to College-Y<sup>®</sup> office (M603, Office of Student Affairs, Hang Seng Management College)

Enquiry: Ms Adthias Ho (3963-5519)

**Application Deadline: 29 January 2018 (Mon) 5:30pm Interview: 6-7 February 2018 (Tue & Wed)**



## Global Y Trainee Programme 2018 APPLICATION FORM

Please submit this form **with your resume** to College-Y<sup>®</sup> office (M603, Office of Student Affairs, Hang Seng Management College) **by 29 January 2018 (Mon) 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"/> Columbia	<input type="checkbox"/> Mexico	<input type="checkbox"/> Peru
Western Europe	<input type="checkbox"/> Germany	<input type="checkbox"/> Greece	<input type="checkbox"/> Italy	<input type="checkbox"/> Netherlands
	<input type="checkbox"/> Spain	<input type="checkbox"/> UK		
Eastern Europe	<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"/> India	<input type="checkbox"/> Japan	<input type="checkbox"/> Korea	<input type="checkbox"/> Malaysia
	<input type="checkbox"/> Nepal	<input type="checkbox"/> Outer Mongolia	<input type="checkbox"/> Philippines	<input type="checkbox"/> Singapore
	<input type="checkbox"/> Sri Lanka	<input type="checkbox"/> Taiwan	<input type="checkbox"/> Thailand	
Mainland China	<input type="checkbox"/> Hangzhou (杭州)	<input type="checkbox"/> Shanghai (上海)	<input type="checkbox"/> Xiamen (廈門)	

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

Name: \_\_\_\_\_ (English)

(According to HKID)

\_\_\_\_\_ (Chinese)

Gender:   F/M   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?  Yes  No

Type of Traveling Document:  HKSAR Passport  Others (please specify): \_\_\_\_\_

Passport No.: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

\*Return Home Permit No.: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Emergency Contact person: \_\_\_\_\_ (Name) \_\_\_\_\_ (Contact no.) \_\_\_\_\_ (Relation)  
(\*If choosing internship in China as one of the preferences)

Photo  
(Compulsory)

### III) Qualifications

Subjects taken in HKAL / HKDSE / Other Institutions (Please specify): _____	Grade
<b>Cumulative GPA:</b> _____	

### 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) Voluntary/Community Services:

Period	Organization	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

## VII) 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:

### 6February 2018 (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 |

### 7February 2018 (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 |

## APPLICATION 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 College-Y<sup>®</sup> office (M603, Office of Student Affairs, Hang Seng Management College) by **29 January 2018 (Mon) 5:30pm**. No late submission or incomplete applications will be considered.
3. Selection interviews will be held on **6-7 February 2018**. Interview arrangement will be emailed to shortlisted applicants by **2 February 2018**.
4. Results will be announced through email by **21 February 2018**.

## DECLARATION

I, the applicant of Global Y Trainee Programme 2018, 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 once I am shortlisted, I am required to:
  - 3.1 pay the programme fee and \$500/ \$1,000 deposit to “**Chinese YMCA of Hong Kong**” by cheque by **28 February 2018**;
  - 3.2 attend all training camp, local internships, pre-departure briefing and other preparation meetings as assigned;
  - 3.3 only work at the assigned internship destination/ place/ centre/ campsite;
  - 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 by the participants 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 organization has no responsibility to provide any further supports to me once my internship is terminated;
7. My \$500/ \$1,000 deposit will be forfeited if I fail to complete the following by **14 September 2018**:
  - 7.1 submit the self-evaluation form and the evaluation from overseas supervisor to my Uni-Y<sup>®</sup>/College-Y<sup>®</sup> advisor;
  - 7.2 schedule and attend the evaluation meeting with my Uni-Y<sup>®</sup>/College-Y<sup>®</sup> advisor;
  - 7.3 submit at least 10 working photos; and
  - 7.4 complete the programme with satisfactory performance and 100 % attendance.

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

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



**Global Y Trainee Programme 2018**

**Reference Form**

***(Compulsory)***

References from staff of Chinese YMCA of Hong Kong, friends or family members will not be accepted.

**Participant**

Name:

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Institute:

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Phone:

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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:

852 -

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Email:

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Relationship with  
Participant:

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## Global Y Trainee Programme 2018

### Appendix: Application Check list

Before submitting your application form, please make sure the following steps / documents you have finished or 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 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 certificate copy (V) Responsibilities in University / Secondary School <input type="checkbox"/> Attach the certificate copies (if any) (VI) 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"/> Personal Resume