

Esports Internship Scheme Application Form

For Official Use Only

Ref. No.:

Part A) Particulars of the Applicant			
1. Name of Company/ Organisation (as shown on the Business Registration)			
2. Contact Person	:	3. Position	:
4. Telephone No.	:	5. Email address	:
Part B) Details on Internship (1 st Intern)			
6. Position of Intern	:		
7. Job Description	:		
8. Feature of Projects/ How it relates with esports/ digital entertainment	:		
9. Expected Deliverables from the Intern	:		
10. Entry Requirements	:	(a) Academic Qualifications: (b) Skills: (c) Language: (i) Cantonese <input type="checkbox"/> Fair <input type="checkbox"/> Fluent (ii) Mandarin <input type="checkbox"/> Fair <input type="checkbox"/> Fluent (iii) English <input type="checkbox"/> Fair <input type="checkbox"/> Fluent (d) Others:	
11. Internship Period	:	From ____ (dd/mm/yyyy) to ____ (dd/mm/yyyy), ____ weeks/months in total	
12. Address of Workplace	:		
13. Terms and Conditions of Employment	:	(a) Working hours: From ____ am/pm to ____ am/pm Working days per week: ____ days (b) Require Shift Work?	

	<input type="checkbox"/> Yes (Shift hours from ____ To ____) <input type="checkbox"/> No (c) Holidays: <input type="checkbox"/> Public Holidays <input type="checkbox"/> Statutory Holidays (d) Proposed Salary (subsidy included): (e) Other Benefits of Allowance:
14. Training Objectives :	
15. Skills and Knowledge to be Acquired :	
16. Type of Training Offered :	
Part C) Details on Internship (2nd Intern)	
17. Position of Intern :	
18. Job Description :	
19. Feature of Projects/ How it relates with esports/ digital entertainment :	
20. Expected Deliverables from the Intern :	
21. Entry Requirements :	(a) Academic Qualifications: (b) Skills: (c) Language: (i) Cantonese <input type="checkbox"/> Fair <input type="checkbox"/> Fluent (ii) Mandarin <input type="checkbox"/> Fair <input type="checkbox"/> Fluent (iii) English <input type="checkbox"/> Fair <input type="checkbox"/> Fluent (d) Others:
22. Internship Period :	From ____ (dd/mm/yyyy) to ____ (dd/mm/yyyy), ____ weeks/months in total
23. Address of Workplace :	
24. Terms and Conditions of Employment :	(a) Working hours: From ____ am/pm to ____ am/pm Working days per week: ____ days (b) Require Shift Work? <input type="checkbox"/> Yes (Shift hours from ____ To ____) <input type="checkbox"/> No (c) Holidays: <input type="checkbox"/> Public Holidays <input type="checkbox"/> Statutory Holidays (d) Proposed Salary (subsidy included):

	(e) Other Benefits of Allowance:
25. Training Objectives :	
26. Skills and Knowledge to be Acquired :	
27. Type of Training Offered :	
Part D) Details on Internship (3rd Intern)	
28. Position of Intern :	
29. Job Description :	
30. Feature of Projects/ How it relates with esports/ digital entertainment :	
31. Expected Deliverables from the Intern :	
32. Entry Requirements :	<p>(a) Academic Qualifications:</p> <p>(b) Skills:</p> <p>(c) Language:</p> <p>(i) Cantonese <input type="checkbox"/> Fair <input type="checkbox"/> Fluent</p> <p>(ii) Mandarin <input type="checkbox"/> Fair <input type="checkbox"/> Fluent</p> <p>(iii) English <input type="checkbox"/> Fair <input type="checkbox"/> Fluent</p> <p>(d) Others:</p>
33. Internship Period :	From _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy), _____ weeks/months in total
34. Address of Workplace :	
35. Terms and Conditions of Employment :	<p>(a) Working hours: From _____ am/pm to _____ am/pm Working days per week: _____ days</p> <p>(b) Require Shift Work? <input type="checkbox"/> Yes (Shift hours from _____ To _____) <input type="checkbox"/> No</p> <p>(c) Holidays: <input type="checkbox"/> Public Holidays <input type="checkbox"/> Statutory Holidays</p> <p>(d) Proposed Salary (subsidy included):</p> <p>(e) Other Benefits of Allowance:</p>
36. Training Objectives :	

37. Skills and Knowledge to be Acquired :	
38. Type of Training Offered :	
Part E) Agreement	
<p>In case of application being approved, the company will be committed to:</p> <p><input type="checkbox"/> training and educating the intern</p> <p><input type="checkbox"/> providing full-time employment opportunity for, or first priority to hire qualified intern</p> <p><input type="checkbox"/> providing feedback to tertiary institutes/professional academies for e-sports related course review and future course development</p> <p><input type="checkbox"/> participating in industry manpower survey as appropriate, if any</p> <p><input type="checkbox"/> co-developing industry qualification framework and best practices</p> <p><input type="checkbox"/> sharing of knowledge/experience with other industry practitioners</p>	
Part F) Undertakings	
<p>1) In case of application being approved, the company will:</p> <p>(a) Ensure that the objectives of the submitted training plan set out in Parts B-E in their applications are fulfilled;</p> <p>(b) Provide all profiles applied for the intern place offered to the Secretariat for record purpose;</p> <p>(c) Keep the Secretariat informed of any changes/ updates of the internship at the earliest convenience;</p> <p>(d) Acknowledge the subsidy of the Internship Scheme and the Secretariat in all publicity materials including both printed and online material;</p> <p>(e) Attend the review sessions with interns arranged by the Secretariat during and after the internship for the benefits of future programme development and enhancement and submit the Progress Report [EYT.SF.090] shall the internship period be longer than six months;</p> <p>(f) Prepare the review reports in accordance with the prescribed format as [EYT.SF.100] and [EYT.SF.110];</p> <p>(g) Submit the statement of accounts with proof of salary disbursement to interns to the Secretariat after the salary disbursement of whole internship period for verification and release of the subsidy; and</p> <p>(h) Comply with the employment laws of Hong Kong.</p> <p>2) The company would make necessary arrangement to release interns to attend suitable off-the-job vocational training courses, including part-time-day-release courses, if necessary.</p> <p>3) The company would not displace existing staff with trainees during the period of training.</p> <p>4) The company certifies that all the information provided above is true. The company understood that it is a criminal offence if the company provide false or withhold information in order to obtain the training subsidy.</p>	

Name and Position:	Authorised Signature and Company Chop:	Date:
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Please return the filled application form by email to e-sports@cyberport.hk.

Part G) Personal Information Collection Statement

This Personal Information Collection Statement of Hong Kong Cyberport Management Company Limited ("us" or "we") applies to the personal data collected in this Cyberport Esports Internship Scheme ("Personal Data").

Purpose and Use of Your Data

The Personal Data will be used for one or more of the following purposes:

- processing your application;
- communicating with you if we have any/or question and update about your application;
- providing updates, services, products, facilities or activities and matters relating to our administration, management, operation and maintenance;
- designing, reviewing, evaluating and enhancing our services, products, facilities or activities (including conducting research, survey and analysis for those purposes);
- direct marketing (please see "Direct Marketing" section below); and
- handling complaints, legal, safety and security purposes.

It is mandatory to provide the requested personal data, or we will not be able to process your application.

Transfer of Your Data

Your Data will not generally be disclosed or transferred to any other party in a form that would identify you, except in the following circumstances:

- If we use third party suppliers or service providers who provide services to support our business operation or facilitate provision of our services, products, facilities or activities, we may provide Your Data to these suppliers or service providers.
- We may disclose Your Data to any governmental or law enforcement agency, judicial body or regulatory authority to whom we are required to make disclosure according to any law, regulation, court order, direction, code or guideline.

- In addition, Your Data may be accessed by, disclosed or transferred to any person under a duty of confidentiality to us (including our accountants, auditors, legal advisers or other professional advisers) for the purposes described in the "Purpose and Use of Your Data" section above.

As the parties mentioned above may be located outside Hong Kong, Your Data may be transferred out of Hong Kong.

Direct Marketing

In connection with direct marketing, we intend to use your name and email address to market and promote the services, products, facilities, activities, contests, conferences, lucky draws, events and promotional campaigns from time to time available relating to us or "Cyberport", or shops or merchants or hotel in the "Cyberport" or offered or hosted at "Cyberport" (including consumer goods, food and beverages, books and stationery, children goods and services, fashion and accessories, optical products, watches, jewellery, luxurious goods, personal care, health and beauty products and services, furniture and lifestyle goods, home furnishing and appliances, florists, sports gear and products, electronic products and appliances, banking and financial services, cinemas and theatres, cultural, entertainment facilities and activities, charity activities, leisure activities and performances, gift redemptions and car parking facilities) "Cyberport" means the community or development located at Telegraph Bay, Pokfulam including its offices, centres and arcade.

We cannot use Your Data for direct marketing unless we have received your consent or indication of no objection. You may write to our Data Protection Officer or contact us via the contact information provided in our direct marketing materials to opt out from direct marketing at any time.

Our Privacy Policy and Practices

Please see our Privacy Policy Statement at http://www.cyberport.hk/en/privacy_policy for our general policy and practices in respect of our collection and use of personal data.

Access to and Correction of Your Data

You have the right to request access to, and correction of, Your Data held by us. We may charge a reasonable fee for administering and processing your data access request. If you need to check whether we hold Your Data or if you wish to have access to, correct any of Your Data which is inaccurate, please write via mail to Level 6, Cyberport 2, 100 Cyberport Road, Hong Kong.

This Statement is written in the English language and may be translated into other languages. In the event of any inconsistency between the English version and the translated version of this Statement, the English version shall prevail.

For the Use of HKCMCL		
Part H) (To be certified by the Esports team)		
This application is: <input type="checkbox"/> recommended <i>Recommended sponsorship amount:</i> <u>HK\$ _____</u> <div style="text-align: center;"><input type="checkbox"/> not recommended</div> <i>Event category:</i> _____		
Name:	Signature:	Date:
Part I) (To be approved by Manager or above)		
This recommendation is: <input type="checkbox"/> Confirmed <input type="checkbox"/> Not Confirmed		
Remarks :		
Name:	Signature:	Date: