**Department of English   
Work-Integrated Education**

**Employer Registration Form**

Department of English is now inviting companies to offer Work-Integrated Education (WIE) placements for our undergraduate students majoring in **BA (Hons) in English Studies for the Professions**. Interested companies are invited to fill in this registration form. Completed form should be returned to the Department via email margo.turnbull@polyu.edu.hk.

**SECTION A**

**Information collected in Section A of this form will be exclusively used for WIE administration and will not be released for other purposes.**

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| **ORGANISATION INFORMATION** | | | | | | | | | |
| **Name of Company/Organization:** | | | | |  | | | |  |
| **Address:** | |  | | | | | | |  |
| **Website:** | |  | | | |  | |  |  |
| **Tel:** |  | | | | | **Fax:** |  | |  |
| **Nature of Business:** | | |  | | | | | |  |
| **Number of Staff (Approx.) in HK:** | | | |  | | | | |  |
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| **CONTACT INFORMATION** | | | | | | |
| **Contact Person:** Dr. / Mr. / Mrs. / Ms. / Miss | | |  | | |  |
| **Position/Title:** | |  | | **Department:** |  |  |
| **Tel:** |  | | | **Fax:** |  |  |
| **Email:** |  | | | | |  |
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| **Company Chop with Signature** |  | **Name and Title** |  | **Date** |

**SECTION B**

**Information collected in Section B will be released to students for recruitment purpose. Please put “ ✓“ in the box provided. \*required fields**

**Job Description**

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| **Company Name\*:** |  |
| **Position Title\*:** |  |
| **Department\*:** |  |
| **Number of Vacancies\*:** |  |
| **Job Nature\*:** | |  |  |  | | --- | --- | --- | | Full-time position (May-August or December) | | | |  |  |  | | Part-time position  Graduate position | | | |
| **Targeted students\*:**  **Job start and end dates\*:** | Year 2 Year 3 Year 4 (final year)  **From To (DD/MM/YYYY)** |
| **Working day(s) \*:** | Mon Tue Wed Thu Fri Sat Sun  **or**  any \_\_\_\_\_\_\_day(s) per week |
| **Working time\*:** | From \_\_\_\_\_\_\_\_ a.m./p.m. To \_\_\_\_\_\_\_\_ a.m./p.m. |
| **Number of hours per day\*:** | a minimum of hour(s) per day |
| **Estimated total number of hours of the internship\* (Note: Only jobs involving 60 hours or more can be counted as Work-Integrated Education. For a job involving less than 60 hours, students may do it for gaining work experience.) :** | hours |
| **Location of Placement\*:** |  |
| **Allowance (if applicable)\*:** | HK$ \_\_\_\_\_\_\_\_ per month/day/hour *(Please delete as appropriate)*    Nil |

**Major Responsibilities\*:**

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**Requirements/Qualification\*:**

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| **Application Method\*:**   |  |  |  |  | | --- | --- | --- | --- | | **Closing date for application\*:** | | |  | |  |  |  | | | Apply directly to the company via email | | | | |  |  | |  |  | | --- | --- | | Contact person: | Dr / Mr / Mrs/ Ms / Miss | | Title: |  | | Email: |  | | | |  |  |  | | | Apply through the Department of English | | | | |