**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\*:** |

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| [ ] Full-time position (May-August or December) |
|  |  |  |
| [ ] Part-time position [ ] Graduate position  |

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| **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\*:**

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| **Closing date for application\*:** |  |
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| [ ] Apply directly to the company via email |
|  |  |

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| --- | --- |
| Contact person: | Dr / Mr / Mrs/ Ms / Miss |
| Title: |  |
| Email: |  |

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| [ ] Apply through the Department of English |

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