

香港特別行政區政府  
二零二五年度政務職系冬季實習計劃申請書  
Application Form for Administrative Service Winter Internship Programme 2025  
in the Government of the Hong Kong Special Administrative Region

備註 Notes:

- (a) 申請人必須就每一個申請的實習空缺填寫一份申請書。  
Applicant should complete one application form for each intern vacancy in the Government.
- (b) 請用黑色墨水筆或原子筆，以正楷填寫申請書。  
Please complete the form in block letters and in black ink.
- (c) 申請人須提供兩篇字數不超過300字的文章(中英各一篇)，中文文章講述一次他們處理爭議或衝突的經驗；英文文章描述一項他們建議政府納入施政報告的政策。  
Applicants are required to submit two essays of no more than 300 words each (one in Chinese and one in English), with the Chinese essay on a personal experience on handling a disagreement or conflict; and the English essay on one policy that they recommend for inclusion in the Policy Address.
- (d) 申請人須提供正確資料。如空位不敷填寫，申請人應於另頁詳列有關資料，隨申請書附上。  
Please ensure that the information provided is accurate. If there is insufficient space, please give details on a separate sheet to be attached to the application form.
- (e) 申請人如未能提供所需的資料，申請書可能不獲受理。  
Your application may not be considered if you fail to provide the requested information.
- (f) 申請人所提供的資料，將用於與政務職系實習計劃有關的招聘工作以及其他與僱用有關的事宜上。  
The information provided will be used for recruitment relating to the Administrative Service Internship Programme and other employment-related purposes.
- (g) 提交申請書後，如欲更改或查詢個人資料，請與公務員事務局政務職系部聯絡(電郵:csbasd@csb.gov.hk)。  
For correction of or access to personal data after submission of the application form, please contact the Administrative Service Division of the Civil Service Bureau (email: [csbasd@csb.gov.hk](mailto:csbasd@csb.gov.hk)).

請貼上近照  
(Please affix your  
recent photo here)

申請人編號

Candidate No.

(只供有關部門填寫 Official use only)

申請實習空缺名稱 Title of Intern Vacancy Applied For	Administrative Service Winter Intern	部門及組別 Department (Division/Section)	Administrative Service Division, Civil Service Bureau
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個人資料 Personal Particulars

英文姓名 Name in English	姓氏 Surname			名字 Other names		
中文姓名 Name in Chinese	中文姓名電碼 Chinese Name in Code					
出生日期 Date of Birth	日 DD 月 MM 年 YYYY			出生地點 Place of Birth		
香港身分證號碼 Hong Kong Identity Card Number				性別 Sex	男 Male <input type="checkbox"/>	女 Female <input type="checkbox"/>
你是否香港特別行政區永久性居民? Are you a permanent resident of the Hong Kong Special Administrative Region?				是 Yes <input type="checkbox"/>	否 No <input type="checkbox"/>	
聯絡電話 Contact telephone number				電郵地址 E-mail address		
住址 Residential Address						

在香港居留時間 (請按日期先後填寫) Length of Residence in Hong Kong (with dates in chronological order)

由 (月 / 年) From (Month/Year)	至 (月 / 年) To (Month/Year)	期間 Duration
		年 月 Year(s) Month(s)
		年 月 Year(s) Month(s)
		年 月 Year(s) Month(s)
合計 Total		年 月 Year(s) Month(s)

請在適當方格內加上“√”號

Please insert a “√” in the appropriate box.

**學歷 (按考獲資格的日期順序列出) Academic Attainment (in chronological order)**

學院/頒發機構 (例如：香港考試及評核局) Institute/Issuing Authority (e.g. Hong Kong Examinations and Assessment Authority)	頒發日期 (日/月/年) Date Issued (DD/MM/YYYY)	學歷# (例如：香港中學文憑考試)# Qualifications (e.g. Hong Kong Diploma of Secondary Education Examination)	及格科目及成績 (例如：成績等級、及格、良好、榮譽學位等級、主修、副修科目等) Subjects Passed and Level Attained (e.g. Grade, Pass, Credit, Class, Division, Major, Minor, etc.)

# 請夾附有關證明文件副本以供查閱

Please attach copies of relevant documents for verification.

**教育程度 (按接受教育日期順序列出) Education (in chronological order)**

曾經/現正就讀的學校、學院、大學 Schools, Colleges, Universities, etc. Attended/Attending	學系/主修學科 Faculty/Major Area of Study	課程名稱及就讀班級 Course and Year of Study	學業成績# (例如：平均積分點、榮譽學位等級等) Academic Results# (e.g. GPA, Class, Division, etc.)	就讀日期(月/年) Date (MM/YYYY)	
				由 From	至 To
大學 University:					
中學 Secondary/High/Middle School:					
將獲取的學士學位或以上程度學歷的日期 Date on which you will obtain your bachelor degree or higher qualifications			(月 / MM)	(年 / YYYY)	
				/	

# 請夾附成績表副本以供查閱

Please attach copies of transcripts for verification.

**工作經驗 (包括暑期工和兼職) (請按任職日期順序列出) Work Experience (including summer employment & part-time jobs) (in chronological order)**

公司名稱 Name of Company	職位 Position Held	工作性質 Nature of Work	日期(日/月/年) Date (DD/MM/YYYY)	
			由 From	至 To

特別技能及知識 (例如：電腦操作) Special Skills and Knowledge (e.g. computing knowledge)


社區 / 課外活動 (例如：學生會) Community / Extra-Curricular Activities (e.g. Student Union)

機構/學會名稱 Name of Organisation/Society	職位 Position Held	工作/活動性質 Nature of Work/Activity	日期(日/月/年) Date (DD/MM/YYYY)	
			由 From	至 To

犯罪紀錄 Guilty Record

你曾否經香港或香港以外的法庭判定有罪？

是

☐

否

☐

Have you ever been found guilty of an offence in a court of law whether or not in Hong Kong? Yes

No

如經判定有罪，請列明詳情

If yes, please give details

\_\_\_\_\_

本人明白倘若故意虛報資料或隱瞞重要事實，可令本人喪失獲政府錄用的資格；即使已獲政府錄用，亦可遭解僱。

I understand that if I willfully give any false information in this application form or withhold any material information, it will render me liable to disqualification for employment by the Government or to dismissal, if already employed by the Government.

本人同意政府可就與政務職系實習計劃有關的招聘工作以及其他與僱用有關的事宜，及為核實上述資料而進行必要的查詢。本人授權所有政府部門及其他組織或機構可就這些查詢，透露任何有關的紀錄及資料。本人亦授權香港警務處處長或其代表把所有關於我的犯罪紀錄及詳情發放予有關政府部門 / 當局 / 機構。就我的職位申請，我也同意當有需要時，可套取我的指紋以核實我的犯罪紀錄。

I consent to the Government making any necessary enquiry for recruitment relating to the Administrative Service Internship Programme and other employment-related purposes and for the verification of the information given above. I authorise all Government departments and other organisations or agencies to release any record or information as may be required for these enquiries. I also authorise the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to relevant government departments/authorities/agencies. I also agree to my fingerprint impressions being taken by the Police in connection with this application, if required for the purpose of verifying my criminal records.

本人明白並同意，如有需要，上述資料會送交獲授權處理有關資料的政府部門及其他組織或機構，用以進行與政府招聘工作及僱用有關的事宜。

I understand and accept that the information given above will be provided to Government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with the Government.

日期 Date

\_\_\_\_\_

簽署 Signature

\_\_\_\_\_

(8/2025)