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Home Affairs Bureau



Professional Attachment at OzAsia Festival 2018

APPLICATION FORM

(Closing Date Deadline: 20 December 2017, 6:00pm)

1. Applicants should read the Application Guidelines available in hard copy from the office of HKADC (Address: 10/F, 1063 King's Road, Quarry Bay, Hong Kong) and by website access at www.hkadc.org.hk carefully before completing this form. By submission of this form the submitting applicant confirms having read, fully understood and the intention to be bound by the Application Guidelines.
2. Please use black pen/ ball pen to fill in the application form. If there is insufficient space, please give details on a separate sheet to be attached to the application form.
3. Incomplete form will not be considered.
4. For submission in person, please deposit the application in the collection box located at the HKADC, 10/F, 1063 King's Road, Quarry Bay, Hong Kong by 6:00p.m. on or before the above-mentioned closing date for application. Please mark "Application for Professional Attachment at OzAsia Festival 2018" on the envelope. Submission by post will only be accepted if postmarked no later than the above-mentioned closing date. The HKADC will not accept any applications sent by fax or email. Please note the HKADC will not process the application and its related documents with insufficient postage and pay for the relevant postage. Submission by courier is also accepted if the pickup date shown on the bill issued by the courier service provider is on or before the deadline.
5. The Application Form must be completed in English.
6. For enquiries, please contact Ms YEUNG of HKADC at Tel: 2820 1025.

PART ONE

PERSONAL DETAILS

Title: <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Other title:	
Name in English (as on ID card):	Name in Chinese (as on ID card):
Residential Address in Hong Kong:	
Correspondence Address in Hong Kong (if different from above):	
Telephone (Office):	Telephone (Residence):
Mobile:	Email:

PART TWO**EMPLOYMENT AND ACADEMIC BACKGROUND****Current Employment Background**

If you are currently in employment, please provide information on the organisation for which you work and brief details of your position including working period and main responsibilities. If you are currently self-employed, please provide information on the organisation for which you are working on.

(i) Brief information of your current position.

Name of Employer	Position Held	Mode of Work (Full- time, Part- time, etc.)	Date (Day/Month/Year)		Duration (Year/Month)
			From	To	

(ii) Details of the organisation for which you work, your position and main responsibilities

Discipline: which arts discipline best describes your primary area of work? Please select **the ONE** which is most appropriate.

- Dance Drama Arts Administration Literary Arts Cross/Multi-disciplinary Arts
 Visual Arts Music Arts Education Arts Criticism Film & Media Arts
 Others (please specify: _____)

Type of Organisation:

- Private/commercial (cultural) Educational Charitable/ non-profit making (cultural)
 Government Others (please specify: _____)

Size of Organisation: (please tick the box which reflects the number of employees in your organisation)

- 1-5 6-15 16-49 50-199 200+

PAST EMPLOYMENT HISTORY

Please give brief details of the positions you have held, starting with the most recent, excluding your current position.

Name of Employer	Position Held	Mode of Work (Full-time, Part-time, etc.)	Main responsibilities	Date (Day/Month/Year)		Duration (Year/Month)
				From	To	

DIRECTORSHIPS

Please give details of your membership of any Boards of Directors or Trustees of arts/cultural organisations currently held, or at any time during the last five years.

Name of Organisation	Position Held	Main responsibilities	Date (Day/Month/Year)		Duration (Year/Month)
			From	To	

ACADEMIC BACKGROUND

Please give brief details of your academic history in chronological order from HKCEE or equivalent to professional/ tertiary education and indicate the mediums of instruction. **A4 copies of your academic transcripts and certificates from HKCEE or equivalent to professional/ tertiary education must be attached, with accompanying English translations if they are in another language.**

Institution Attended/Attending (Please specify country)	Qualifications/Awards /Distinctions/Grade Obtained/to be Obtained	Major Subject/Field of Study (Please specify mode of attendance; e.g. Full-time/ Part-time/Distance Learning etc.)	Date (Month/Year)	
			From	To

PART THREE**CONNECTIONS WITH AUSTRALIA , PAST OVERSEAS AND SCHOLARSHIP EXPERIENCE**

Have you ever studied/worked in Australia? (If “Yes”, please give details.)

Yes No

Did you receive any scholarships/ awards/ internships & placements/ trainings to study abroad?
(If “Yes”, please give details.)

Yes No

Are you applying for any other scholarships/ awards/ internships & placements/ trainings in Year
2018/19? (If “Yes”, please give details.)

Yes No

PART FOUR**REFERENCE**

Applicants must provide ONE letter of reference. Reference letter should be written and **sealed** solely for the purpose of this application. The reference letter should be attached to this Application Form. Please provide contact details of the referee below.

Name:	Job Title & Organisation:
Address:	
Daytime telephone:	E-mail:
How long have you known this referee?	
What is his/ her relationship to you?	

PART FIVE

Where did you hear about the Programme? Please tick.

- | | | |
|--|--|--|
| <input type="checkbox"/> Newspaper/ Magazine advertisement, please state the name of the newspaper/ magazine:
_____ | <input type="checkbox"/> HKADC Website | <input type="checkbox"/> HKADC Facebook, Twitter & Weibo |
| <input type="checkbox"/> HKADC e-newsletters | <input type="checkbox"/> Friends or family | <input type="checkbox"/> Others: _____ |

PART SIX**COPYRIGHT, PERSONAL DATA AND APPLICATION CHECKLIST****Copyright**

To facilitate adjudication, applicants agree to authorise the HKADC to duplicate and distribute relevant information contained in the Application Form and in the letter of reference to members of the HKADC, members of any assessment panel set up to consider the Applications, representatives of the Adelaide Festival Centre, the Home Affairs Bureau, and other relevant departments/agencies for reference.

If the copyright of the documents/ information submitted by the applicants are owned by other persons/organisations (including any text, image production and other forms etc), it is the responsibility of the applicants to secure permission from the owners to use such materials for this application and the applicants shall be personally liable in all respects for all consequences of breach of such responsibility.

Personal Data

The applicant(s) shall keep all submitted personal data and materials updated and current and authorises the HKADC to use, publish and disclose such data and materials and related activities for administration and for educative or exemplary publicity as a necessary part of the general transparency policy of the HKADC in the discharge of its statutory powers, functions and duties.

The applicant(s) is fully aware and acknowledges that all Data are supplied to the HKADC for the purposes of and in connection with:

- a. application for “Professional Attachment at OzAsia Festival 2018”;
- b. the direct purposes of maintaining, reviewing, assessing, and promoting “Professional Attachment at OzAsia Festival 2018”;
- c. issuing e-news on the latest activities and publications of HKADC. If you do not wish to receive e-news, information on promotional activities and various publications of HKADC, please tick here: and
- d. archiving by HKADC for its own internal reference and record.

Application Checklist

Please be reminded to submit **TWO sets** of the following documents for your application (excluding reference letter):

- a completed Application Form;
- a Personal Statement (around 500 words) on the following:
 - (i) why this is the right time for you to apply the Programme and what you benefit from the Programme;
 - (ii) what you hope to achieve through participating in the Programme; and
 - (iii) how would you hope to build on the experience of the placement in your future employment/ career, and how the Programme will help you achieve your long term aspirations in the arts and cultural sector.
 - (iv) What contribution do you think you can make to the Adelaide Festival Centre during your attachment there?
- supporting materials of your academic and professional qualification or achievement i.e. copies of your academic transcripts and professional certificates;
- letter of reference from ONE referee in **SEALED** envelope under confidential cover,
- supporting letter from your present employer (if applicable); and
- copy of official documentation to show your Hong Kong Permanent Residence status.

Please submit the application under confidential cover and mark “**Application for Professional Attachment at OzAsia Festival 2018**” on the envelope.

PART SEVEN

DECLARATION

- a. I have obtained and read the Application Guidelines for the “Professional Attachment at OzAsia Festival 2018” (the Programme) and I confirm that I fully understand and comply with the said Guidelines and that they are incorporated into this Application and to bind me accordingly.
- b. I declare and warrant that all the information given in this Application is comprehensive and is correct at the date given below and will not be amended without the prior written approval of the HKADC.
- c. I confirm that in making this Application I shall be bound by and accept the decision of HKADC and any assessment panel appointed by it for evaluation of this Application based upon the criteria as set out in the Application Guidelines.

In signing this application form, I accept that I will be bound by the above terms and conditions.

Signature

Date