**2021 EMerging Talent Internship Project**

*Updated as of 24 March 2021*

Thank you for willing to provide an internship opportunity to our ethnic minority community in Hong Kong this Summer. Please complete ALL the blanks below about the job opportunity. After processing your vacancy, Opportunity Bank team will reach out to you should we need further information.

Should you have any question while filling in the form, please email us at [oppbank@zubinfoundation.org](mailto:oppbank@zubinfoundation.org) / call us at 9133-4700.

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| **INTERNSHIP OPPORTUNITY**  Please provide as many details as possible, so that Opportunity Bank can have a higher chance to provide you with more suitable candidates. | |
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| 1a | Job Title |
| 1b | Department / Function / Team *If applicable (e.g. marketing, HR, admin, IT, etc)* |
| 1c | Company Name |
| 1d | Length of Internship *Please put down expected number of work days (at least 10 work days)* |
| 1e | Internship Period *(Can be tentative, e.g. late-Jun to end July / two weeks in August)* |
| 1f | District / Location *E.g. Wan Chai* |
| 1g | Industry / Sector  *E.g. Education* |
| 1g | Working Days *E.g. 5 days a week / 5.5 days a week/ every Wed and Fri.* |
| 1h | Working Time *E.g. 9 am to 6 pm* |
| 1i | High Level Job Responsibilities  *a detailed high level job responsibilities can come later.* |
| 1j | Job Requirements  *(Education background, language proficient, computer skills, etc)* |
| 1k | Benefits |
| 1l | Job Ad already available online – share with us:  *If the job vacancy is already on the Internet, share the URL with us.* |

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| **STIPEND**  To motivate and support the under-resourced ethnic minorities, each intern will receive a stipend of at least HK$100 per day during the internship period, in order to cover necessary meals and travelling. | |
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| 2a | Will your company offer the intern a stipend for lunch and travelling?  *The Zubin Foundation could cover a max. of 10 days if the host has difficulties in securing the stipends. Meanwhile, if you have any corporate guidelines that you need to follow on the stipends / you would like to suggest another arrangement, please select 'Other' and detail.* |
|  | Yes - my company will fully cover the stipend.  Yes but my company will cover only from the 11th day onwards of the internship.  No - we would like The Zubin Foundation to cover the intern's stipend of a max of 10 days (HK$100 per day). If this choice is chosen, it is by default that your offering is a 10-day internship.  Other: |
| 2b | If you answer "Yes" to the question above, please state the amount of stipend your company offers to intern for the period of internship (min. HK$100 per day). |

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| **REMARKS** | |
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| 3 | Remarks (if any) |

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| **YOUR CONTACT INFORMATION**  Please leave your contact information below and so Opportunity Bank Team can contact you for more detailed if needed. | |
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| 4a | Your Name |
| 4b | Your Company |
| 4c | Your Job Title |
| 4d | Your Email Address |
| 4e | Your Contact Number |

**About The Zubin Foundation**

The Zubin Foundation is a think tank and registered charity in Hong Kong (IR 91/12344), named after Zubin Mahtani Gidumal. We aim at improving the lives of Hong Kong’s marginalised ethnic minorities by reducing suffering and providing opportunities. We do this by conducting research, implementing projects, and influencing public policy.

For more information, please visit: [www.zubinfoundation.org](http://www.zubinfoundation.org)

**For More Information**

For more information or discuss this project in detail, please contact:

* **Matthew Yu**, Project Manager at The Zubin Foundation by email [matthew@zubinfoundation.org](mailto:matthew@zubinfoundation.org) or call +852 2540 9588.

**Disclaimer**

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