

My Life Planning Footprints® Course/Job Application Form

Please select one course or job you wish to enroll in or apply for and fill in the application form. Think carefully about the questions stated in Part II in order to prepare yourself for the mock interview later.

Part I Course/Job Application

Course Title/Post Title	
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Personal Information

Name (in Chinese)	Name (in English)	Gender
Address in English		
E-mail:		

Education (in chronological order)

School/ College/ University	Year of Study	Date of Study (Month/Year)	
		From	To

Extra-Curricular Activities/ Job Experience (in chronological order)

Name of School Society/ Company/ Organisation/ Extra-Curricular Activities	Activity/ Job Position	Date (Month/Year)	
		From	To

Awards/Personal Achievement (in chronological order)

Organisation	Awards/ Qualifications	Date of Issue (Month/ Year)

Other Skills

Computer skills/ Proficiency in foreign languages/ Music/ Sports/ Design/ Other skills relating to the job position:
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Reference

Name	Relationship
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Note: Please attach your resume with the application form (You may build your personal resume using Shine • My Profile in My Life Planning Portfolio)

Date	Signature of Applicant
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My E-lesson

Module 10: Finding My Life Grit

My Life Planning Footprints ⑩ Course/ Job Application Form

Example

Course/Job Application Form

Name of Course/ Job

Higher Diploma in Culinary Arts Programme

Personal Information

Name in Chinese 陳大文	Name in English CHAN TAI MAN, Victor	Gender Male
Address in English Flat 501, Block 1, Future Garden, Future Bay, Kowloon, Hong Kong		
Email chan.tm@myfuture.com		

Education (in chronological order)

School/ College/ University	Year of Study	Date of Study (Month/ Year)	
		From	To
Applied Learning Course at My Life Planning Academy	Applied Learning Course	09/2017	08/2019
My Life Planning Secondary School	F.1-F.6	09/2013	08/2019
N/A	N/A	N/A	N/A

Extra-Curricular Activities/ Job Experience (in chronological order)

Name of School Society/ Company/ Organisation/ Extra-Curricular Activities	Activity/ Job Position	Date (Month/Year)	
		From	To
Home Economics Society	Committee	09/2014	08/2019
My Life Planning Bakery	Part-time bakery assistant	07/2017	07/2018
Life Planning Education Society - Chef Work Experience Project (Pastry Chef)	Waiter and Barista	10/2017	06/2018

Awards/ Personal Achievement (in chronological order)

Organisation	Awards/Qualification	Date of Issue (Month/Year)
My Life Planning Coffee School	Coffee Brewing Certificate for Beginner	07/2018
N/A	N/A	N/A
N/A	N/A	N/A

Other Skills

Computer skills/ Proficiency in foreign languages/ Music/ Sports/ Design/ Other skills relating to the job position:
Computer Skills: MS Word · MS Excel · MS PowerPoint · Photoshop
Language Proficiency: English: Intermediate; Putonghua: Advanced
3D cake design

Reference

Name Cheung Loi Ho	Relationship Former F6 Class Teacher
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Note: Please attach your resume with the application form (You may build your personal resume using Shine • My Profile in My Life Planning Portfolio)

Date 8 July 2019

Signature of Applicant

V. Chan.

My E-lesson
Module 10: Finding My Life Grit
My Life Planning Footprints 10 Course/ Job Application Form

Part II:

To prepare for the mock interview, you are advised to think about:

1. Course/job description and features

2. What impressed you the most about the course/job

3. Career prospects after completion of the course/ acquiring the job

4. The reason you will be given an offer for the course/job

5. Your plans/goals for your future career
