**2nd Hong Kong Digital Entertainment Industry Fresh Graduate Support Scheme**

**2016 Program Year**

**(Application form - *For Company Applicants*)**

**Notes for Company Applicants**

1. Interested companies should read the “Guideline for Company Applicants” for details on eligibility and application procedures before completing this application form.
2. The 2nd Hong Kong Digital Entertainment Industry Fresh Graduate Support Scheme (“The Support Scheme”), organized by the Hong Kong Digital Entertainment Association (the organizer) with sponsorship from Create Hong Kong of the Government of the Hong Kong Special Administrative Region (CreateHK), aims to encourage digital entertainment companies to employ and train graduates who aspire to develop their career in the industry.
3. The provision of complete and accurate information in support of your application is necessary. Failure to provide any of the data as requested may affect the processing and outcome of your application.
4. The vetting committee will consider your application in accordance with the relevancy of your company’s business nature and track record, as well as the effectiveness of the training program to be provided by your company to graduate employee(s). Successful application will be notified individually by the organizer.
5. Applying companies should comply with **Hong Kong Personal Data (Privacy) Ordinance** and ensure that all personal information of graduate applicants received from the organizer or accessed by your company from the Scheme website (if the application is successful) will be strictly used for employee recruitment purpose. Your company also agrees to publicize your company’s information (including company name, company profile and contact information) and details of the job(s) to be offered to the applying graduate employee(s)on the Scheme website.
6. The organizer will ensure a fair and impartial selection of company applicants, and reserves the right to accept or reject any application.
7. The vetting result is subject to the final decision of the organizer.

**Section 1 Company Information**

|  |  |  |
| --- | --- | --- |
| Company Name: | (English) |       |
|  | (Chinese) |       |
| Contact Person:  |  |       |
| Contact No.: |  |       |
| Email: |  |       |
| Company Website:  |  |       |
| Company Address:  |  |       |
| Business Registration No.  |  |       |
| Date of establishment: |  |       |
| Number of full time staff: |  |       |
| Type(s) of digital entertainment service(s) provided: |  |       |
| Digital Entertainment projects or clientele: |  |       |
|  |  |  |

**Section 2**

* 1. **Please state the number of graduate(s) you would like to employ under the Support Scheme by “” the appropriate box.**

***Note: Each applying company can apply to offer a maximum of 2 post(s) for graduate employee(s) under the Support Scheme in each program year.* *The total number of subsidized graduate(s) employed by each successful applying company (hereafter referred to as “employing company”) under the Support Scheme should not exceed 3 concurrently in any one time.***

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* 1. **Please state the job nature of the position(s) to be offered by your company to the applying graduate employee(s), and its/their job requirement(s).**

 ***(Below for reference are some job natures that are generally available in the digital entertainment industry and of which the registered applying graduate employees have indicated their interest in their CVs. Provision of this information will facilitate your selection of right candidate. Your company may offer jobs in any of these job functions. Nevertheless, other job functions are also welcome. )***

**Job Nature**

 ***1. Entertainment Software field***

 ***1.1 Game Designer***

 ***1.2 Game Artist***

 ***1.3 Character Designer***

 ***1.4 Graphic Designer***

 ***1.5 Programmer***

 ***1.6 Others***

 ***2. Animation / Visual Effects / Post Production***

 ***2.1 Character Animator***

 ***2.2 3D Modeling and visualization***

 ***2.3 CGI Artist***

 ***2.4 Motion Graphic Designer***

 ***2.5 Others***

 ***3. Multimedia***

 ***3.1 Web, Graphic & Multimedia Designer***

 ***3.2 Digital Artist***

 ***3.3 Audio & Visual Producer***

 ***3.4 Others***

 ***4. Interaction Design***

 ***4.1 3D User Interface Developer***

***4.2 Interactive Designer***

 ***4.3 Application Developer***

 ***5. Others (please specify)***

**For company applicant which applies more than one posts under the Support Scheme but is allocated with only ONE quota, the job offer indicated as 1st priority in this form will be automatically chosen unless request from the company applicant to change the post to the job offer indicated as 2nd priority.**

***<1st Priority>***

|  |  |  |
| --- | --- | --- |
| Job Title: |       |  |
| Job Nature: |       | *(Remarks : with reference to section 2.2)* |
| Description: |       |
| Requirement: |       |
| Salary offered: | HKD |       | per month |

***<2nd Priority>***

|  |  |  |
| --- | --- | --- |
| Job Title: |       |  |
| Job Nature: |       | *(Remarks : with reference to section 2.2)* |
| Description: |       |
| Requirement: |       |
| Salary offered: | HKD |       | per month |

**Section 3**

**Please use the space below to outline the one-year training plan (such as type of training offered, work tasks or potential project involves, etc.) for the post(s) to be offered by your company under the Support Scheme.**

***(If you choose “2” in section 2.1, i.e. offer up to 2 posts, please provide separate training plan for each position.)***

*Example for reference only*

|  |
| --- |
| **Training and learning objective of whole program year** |
| To train the fresh graduate to become an independent Game Designer for entertainment software development. |
| **Project Period** | **Training Details** |
| Quarter 1 | * Training on content and game design
* Character design and programming
 |

***<Position 1>***

|  |
| --- |
| **Training and learning objectives of whole program year** |
|       |
| **Project Period** | **Training Details** |
| Quarter 1 | *
*
 |
| Quarter 2 | *
*
 |
| Quarter 3 | *
*
 |
| Quarter 4 | *
*
 |

***<Position 2>***

|  |
| --- |
| **Training and learning objectives of whole program year** |
|       |
| **Project Period** | **Training Details** |
| Quarter 1 | *
*
 |
| Quarter 2 | *
*
 |
| Quarter 3 | *
*
 |
| Quarter 4 | *
*
 |

**Declaration**

I/We,       , declare the information provided in this application form is true and correct and understand that the application result is subject to the final decision of the organizer.

**Date**       **Authorized Signature of company with company chop (if applicable)**

**Name**

 **Position**

**Notes**

The company applicant must submit below mentioned documents via email to yoyokwan@hkdea.org by **17:00, 15 March 2016** to complete the application.

1. A scanned copy of the completed application form with authorized signature and company chop
2. A soft copy of the completed application form in Word format
3. A scanned copy of Business Registration Certificate

*Disclaimer:*

*The Government of the Hong Kong Special Administrative Region provides funding support to the project only, and does not otherwise take part in the project. Any opinions, findings, conclusions or recommendations expressed in these materials/events (or by members of the project team) are those of the project organizers only and do not reflect the views of the Government of the Hong Kong Special Administrative Region, the Communication and Creative Industries Branch of the Commerce and Economic Development Bureau, Create Hong Kong, the CreateSmart Initiative Secretariat or the CreateSmart Initiative Vetting Committee.*