**Design Graduates Employment Supporting Scheme (2019 Program Year)**

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

**Notes for Company Applicants**

1. Interested companies should read the “Guidelines for Company Applicants” for details on eligibility and application procedures before completing this application form.
2. The **Design Graduates Employment Supporting Scheme** (“DGESS”) is designed to encourage local companies to employ and train graduates who aspire to develop their career in the design 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 assess your application in accordance with the relevancy of your company’s business nature and your company’s track record in design industry, as well as the effectiveness of the training program to be provided by your company to the graduates to be employed under the DGESS (“Graduate Employee(s)”). Successful Company Applicant will be notified individually by the Hong Kong Designers Association (HKDA, the Organizer).
5. Company Applicants should comply with **Hong Kong Personal Data (Privacy) Ordinance.** If your company is confirmed as a successful Company Applicant, your company should also ensure that all personal information of graduate(s) applying to the DGESS (“Graduate Applicant(s)”) received from the Organizer and/or accessed from the Supporting Scheme’s website will be strictly used for employee recruitment purpose. Your company further agrees to publicize the company’s information (including company name, company profile and contact information, etc.) and details of the job(s) to be offered to the Graduate Applicant(s)on the DGESS’s website.
6. The Organizer will ensure a fair and impartial selection of successful company applicants, and reserves the right to accept or reject any applications.
7. The application result is subject to the final decision of the Organizer.

**Section 1 Company Information**

|  |  |  |
| --- | --- | --- |
| Company Name: | (English) |  |
|  | (Chinese) |  |
| Contact Person: |  |  |
| Contact Telephone No.: |  |  |
| Email: |  |  |
| Company Website: |  |  |
| Company Address: |  |  |
| Business Registration No. |  |  |
| Date of establishment: |  |  |
| Number of full time staff: |  |  |
| Type(s) of design service(s) provided: |  |  |
| Any projects or clientele related to design service(s): |  |  |
|  |  |  |

**Section 2**

* 1. **Please state the number of graduate(s) you would like to employ under the DGESS in each program year by “” the appropriate box.**

***Note: Each successful Company Applicant (“Employing Company”) can apply for a maximum of 2 subsidized posts for Graduate Employees under the DGESS in each program year, i.e. 2018 and 2019.* However, *the total number of subsidized Graduate Employees to be assigned to each Employing Company under the DGESS should not exceed 3 within the two program years.***

**1** **2**

* 1. **Please state the job nature and title of the position(s) to be offered by your company to the Graduate Applicant(s), and the job requirement(s) of this/these position(s).**

***(Below for reference are some job natures that are generally available in the design industry and of which the Graduate Applicants have indicated their interest in their CVs. Provision of information about the job nature, title and requirements of the position(s) to be offered may facilitate your selection of the right candidate(s). Your company can offer jobs in any of these natures, or any others that are not in the list. )***

**Job Nature**

***1. Graphic Design / Publication Design***

***1.1 Junior Designer; 1.2 Assistant Art Director; 1.3 Designer;***

***1.4 Artist; 1.5 Visualiser; 1.6 Illustrator; 1.7 Others***

***2. Fashion Design***

***2.1 Fashion Designer; 2.2 Junior Fashion Designer; 2.3 Fashion Graphic Designer;***

***2.4 Others***

***3. Architecture/ Interior Design / Exhibition Design / Landscape Architect***

***3.1 Draftsman; 3.2 Junior Designer; 3.3 Junior Architect; 3.4 Architectural Assistant;***

***3.5 Exhibition Designer; 3.6 Junior Exhibition Designer; 3.7 Landscape Architect 3.8 Others***

***4. Product Design / Industrial Design***

***4.1 CAD/CAM Designer; 4.2 3D Designer; 4.3 Product Designer;***

***4.4 Assistant Product Designer; 4.5 Others***

***5. Interactive Design***

***5.1 UX/UI Designer; 5.2 Programmer / Developer; 5.3 Service Designer;***

***5.4 Game Designer; 5.5 Others***

***6. Others that are design-related (please specify)***

**For Company Applicant which can offer two job positions in one program year, please note that in the event of only ONE quota (“subsidized post”) being allocated under the DGESS to the company concerned, the job indicated by the company as the 1st priority in this form will be automatically selected by the Organizer in allocating the subsidized post, unless there is a separate request received by the Organizer from the company concerned to change it to the 2nd priority in allocating the subsidized post.**

***<1st Priority>***

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

***<2nd Priority>***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | | |  | |
| Job Nature: |  | | | | *(Remark : 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 to be offered bv your company, work task(s) or potential project(s) to be involved by the Graduate Employee(s) in, etc.) for the job position(s) to be offered by your company under the DGESS.**

***(If you choose “2” for section 2.1, i.e. to employ two Graduate Employees under the DGESS in each program year, please provide separate training plan for each job position.)***

*Example for reference only*

|  |  |
| --- | --- |
| **Training and learning objective of whole program year** | |
| To train the fresh graduate to become an independent Interior Designer for interior design services. | |
| **Project Period** | **Training Details** |
| Quarter 1 | * Training on content and graphic design * Interior design |

***<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 the documents as stated below via email to [dgess@hongkongda.com](mailto:dgess@hongkongda.com) by **17:00, 24 June 2019** 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 saved in Word format
3. A soft copy of the Company Applicant’s valid Hong Kong 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 Communications and Creative Industries Branch of the Commerce and Economic Development Bureau, Create Hong Kong, the CreateSmart Initiative Secretariat or the CreateSmart Initiative Vetting Committee.*