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**Career Counselling Request Form**

Please submit this form together with your résumé via email at [cdc@cuhk.edu.hk](mailto:cdc@cuhk.edu.hk).

(Reminder: Double-check your résumé and make sure it is free from typos before the submission.)

**Part I Personal Particulars**

Name: \_\_\_\_\_ Name (Chinese): \_\_\_\_\_  
 Student ID No.: \_\_\_\_\_ Gender: \_\_\_\_\_  
 Email: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
 Faculty: \_\_\_\_\_ Program of \_\_\_\_\_

Level of Study:  Undergraduate  Postgraduate  
 Year of Study:  Year 1  Year 2  Year 3  Year 4 or above  
 Expected Year of Graduation:  2016  2017  2018  2018 or after  
 Mode of Study:  Full time

**Part II Appointment details**

1. Topic(s) that you would like to discuss (at most three; 1 being the top priority):  
 Topic: \_\_\_\_\_ Relevant module in Careers E-Career Planning: \_\_\_\_\_

( ) General career direction and interests  
 ( ) Career planning and development industry: \_\_\_\_\_ Career Planning  
 ( ) Job searching techniques please: \_\_\_\_\_ NA  
 ( ) Cover letter and résumé writing skills: \_\_\_\_\_ Covering Letter/Resumé Writing  
 ( ) Interview skills: \_\_\_\_\_ Interview Skills  
 ( ) Others please: \_\_\_\_\_ NA

2. Modules of Careers E-coach that you have completed: <sup>1</sup>  
 Career Planning  Resumé Writing  Covering Letter  Interview Skills

3. Please indicate your availability by putting a tick (✓) in the appropriate box(es) below <sup>1</sup>

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

# Preschool Classroom Schedule

- 8:55-9:10**      **Greeting Circle / Morning Meeting**
- 9:10-9:15**      **Hand washing**
- 9:35-10:10**      **Outdoor time**
- 10:10-10:30**      **Circle Time**
- 10:30-10:45**      **Small Groups/ Creative Curriculum**
- 10:45-11:25**      **Child's Choice/ Open Activities**
- 11:25-11:30**      **Clean Up**
- 11:30-11:40**      **Hand washing/ Prepare for lunch**
- 11:40 - 12:10**      **Lunch**
- 12:10-12:30**      **Out Door Time**
- 12:30- 12:45**      **Bathroom/ Prepare for Rest**
- 12:45-2:30**      **Rest Time**
- 2:30-3:00**      **Quiet Choices/ Table Activities**
- 3:00- 3:05**      **Hand washing**
- 3:05- 3:25**      **Snack**
- 3:25- 3:55**      **Curriculum**
- 4:00- 4:30**      **Outside Time**

WEEKLY FITNESS SCHEDULE							
FALL 2016							
SOUTHWEST COMMUNITY CENTER							
TIME	MON	TUES	WED	THURS	FRI	SAT	SUN
6:00am 7:00am	Cardio Kickstart Gail	Power Yoga Amy	Morning Blast Gail	Power Yoga Amy	Blast 'n' Chill Gail		
(In Gym) 6:00 am 8:00 am	Circuit City John-n's gym 6:00-8:00 *drop in	Circuit City John-n's gym 6:00-8:00 *drop in	Circuit City John-n's gym 6:00-8:00 *drop in	Circuit City John-n's gym 6:00-8:00 *drop in	Circuit City John-n's gym 6:00-8:00 *drop in		
7:10am 8:10am	20-20-20 Aly	Pilates Method Level 2 Mays	20-20-20 Aly	Pilates Method Level 2 Mays	20-20-20 Aly	Power Yoga Aimee 7:15-8:15	
8:20am 9:25am	Dance, Dance Doreen Linda	S.P.F. (Boomer Fitness) Linda 8:20-9:40	Dance, Dance Doreen Paula	Super Fit Gail 8:20-9:40	Dance, Dance Doreen Paula	Zumba Kimo 8:30 - 9:30	
9:35am 10:35am	Boot Camp PLUS Victoria 9:35-10:50	Yoga Jim G. 9:50-10:50	Boot Camp PLUS Victoria 9:35-10:50	Yoga Anna 9:50-10:50	Boot Camp Victoria 9:35-10:50	Cardio Camp Michael	Body Blast Paula 9:10 - 10:00
11:00am 11:55am	Instructor Training	The Time of Your Life (Boomer Fitness) Anna	S.P.F. (Boomer Fitness) Linda	The Time of Your Life (Boomer Fitness) Anna	Super Fit John 11:00-12:00	Super Fit Gail 11:00-12:00	Dance, Dance, Doreen Paula 10:15 - 11:15
12:00pm 1:00pm	Heavy Metal Gail 12:00-1:00	Zumba Kimo	Heavy Metal Gail 12:00-1:00	Zumba Michelle	Bama 2 Victoria	Burn 'n' Elm Laurie	Boot Camp John 11:30 - 12:30
1:05pm 2:00pm	Pilates Method Anna 1:10-2:05	Beginning Tai Chi Doreen	Pilates Method Anna 1:10-2:05	Advanced Tai Chi Doreen	Pilates Method Doreen	Deep Stretch Yoga Gail 1:10-2:10	Zumba Jasmine 12:45 - 1:45
2:05pm 3:05pm	Yoga Anna 2:10-3:10	Silver Streaks Phyllis	Yoga Anna 2:10-3:10	Silver Streaks Phyllis	Pre Ballet		



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Data privacy regulations of some countries require a person making a report containing personal data to be notified of certain collection, processing and retention practices applied to information submitted through this system, and consent to certain terms and conditions regarding the information. Because you have indicated that you either live in or are reporting about a matter that occurred in a country with such regulations, you are being asked to read and accept the terms contained in this notice.

Please read the notice below and, if you agree, check the consent box that follows. You will then be able to submit a report or question. If you do not provide your consent, you will not be able to submit a report or question via this website. In that case, we would ask that you instead report to your:

- Manager or supervisor;
- Human Resources, Legal or Compliance representative; or
- Business unit or geography leadership.

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**What information is collected?** We capture the following information:

- Your name and contact details (if you decide not to report anonymously);
- The name and title of the individual(s) you may be reporting;
- A description of any questionable conduct, including all relevant details; and
- Any question you may have.

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