**EXTENDED SITUATIONS VACANT SERVICE**

**FOR STUDENT MEMBERS**

**Information Sheet for law firm/company applicants**

**Please read this information sheet carefully before you submit your applications for Extended Situations Vacant Service for Student Members ("ESV").**

1. **Background**
2. The ESV is a recruitment service for Hong Kong law firms/legal departments to recruit law students to fill vacancies of non-qualified roles.
3. ESV job postings will be circulated among Student Members of the Law Society every other Thursday, or the next working day following the Thursday if that Thursday is a public holiday, via email.
4. For those law firms/legal departments which are interested in posting a job ad via the ESV, the application deadline for the service is 1:00 p.m. of the Thursday preceding the date of circulation, or the previous working day if that Thursday is a public holiday.
5. **Application procedures**
6. To apply for the ESV, please complete the [ESV Form](#form) and email to the Finance and Administration Department at administration@hklawsoc.org.hk before the respective application deadline.

**Example:** For those ads which are scheduled for circulation on 7 July 2022, applications shall be submitted before 1:00 pm of 30 June 2022.

1. **Important notes**
2. The size of each ESV ad is 3' x 7'.
3. Please do not change the layout and format of the ESV Form as default, and follow the instructions detailed in Section D below.
4. No changes to the content of a job posting will be entertained after submission.
5. Each job posting will only be circulated once on the circulation date as specified by the applicant in the ESV form. For repeat circulation, a fresh application will be required.
6. Student members who are interested in the positions posted under the ESV will contact your law firms/legal departments directly for application and further details.
7. The Law Society reserves its right to request any ESV applicants (law firms/legal departments) for production of documentation in support of an application, and retains its absolute discretion to refuse any application for job posting under the ESV.
8. **Disclaimer:** The Law Society shall not:
9. in any way be considered an agent of either the ESV applicant or applicant of any job vacancies with respect to any use of the ESV;
10. request, receive, handle, process and/or retain any resumes, information or other personal data in regard to the application of the positions posted under the ESV; and
11. be responsible in any way for any decision made by any party posting or seeking jobs via the ESV, or of any party posting jobs or responding to job postings via the ESV.
12. **Instructions on How to Use the Extended Situations Vacant Form**
13. The following message will be displayed: "The document you are opening contains macros or customizations. Some macros may contain viruses that could harm your computer".
14. Press "Enable Macros" to continue. This macro program will not write anything to the hard disk of your computer and therefore no virus can be transferred. If you are using MS WinWord 2000, you may need to set your security level to Medium level by pressing [Tools/Macro/Security] in order to activate the macro.
15. The macro will temporarily disable the AutoCorrect Function of your WinWord. Press "OK" to continue.
16. Please read the notes at the top of the form before completing it.
17. After completing the form, press [File/Save As] to save your file to a different name e.g. "My situations vacant.doc" and then Press [File/Close] to close your file.
18. The macro will scan all paragraphs in your situations vacant. If any style other than "Normal" is found, a message will be shown informing the style found. Press "OK" to continue. The paragraph style will be automatically changed to "Normal".
19. After all styles are changed, a message will be shown and you will be asked to save the file.
20. You must check whether the paragraphs are correctly changed. Press "OK" to save the file if all paragraphs are correct; or press "Cancel" to return to the file for editing. You may edit the format of the paragraphs yourself.
21. After all paragraphs are checked, press [File/Save] and [File/Close] to save the file again.
22. **Enquiries**

If you have any questions, please contact the Finance and Administration Department of at administration@hklawsoc.org.hk.

**Extended Situations Vacant Form for Student Members**

**Note:**

1. This Template contains a macro program to scan your advertisement and change all paragraphs to "Normal" (內文) style when the file is closed;
2. Do not use any other styles except "Normal" (內文) style or any other fonts default in Windows which may not be properly displayed in other's computer;
3. You may customize your paragraphs such as alignment, line spacing, and character attributes such as fonts, font size, font effects, bold;
4. You may add your logo in image format provided that the total file size of this document does not exceed 100kb;
5. Do not alter the format of this Template including the size of the box;
6. The file size of your advertisement must not be more than 100kb;
7. The Law Society reserves the right to modify your document by reducing the file size for posting on the Law Society website and distributing through e-mail.
8. The Law Society reserves the right not to publish your advertisement if the file size is more than 200kb or the Temple has been altered;
9. The Law Society disclaims all liabilities or damages arising from any misuse of this document;

**- 3 x 7 inches –**

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| **COMPANY / FIRM****(IN CAPITAL LETTERS)*****(For index only)*** |  |
| **POSITION TITLE****(IN CAPITAL LETTERS)*****(For index only)*** |  |

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