



香港婦女中心協會

Hong Kong Federation of Women's Centres

職員專用 FOR OFFICE USE ONLY

賽馬會麗閣中心 賽馬會太和中心 慧思薈

辦理人員 HANDLE BY

義工編號 VOLUNTEER NO

轉介同事 REFERRAL

日期 DATE

義工申請表 VOLUNTEER APPLICATION FORM

新申請 New Application 資料更改 Change of Personal Information

義工申請說明 INSTRUCTIONS :

有關義工申請的章則及權利義務，均已清楚列於義工手冊內，請妥善保存及仔細閱讀。請用英文大楷與中文正楷填寫此表格。

Please read the Volunteer Handbook carefully as it communicates in part the rules, regulations and understanding of volunteer responsibilities. Please write in **BLOCK LETTERS** to complete this form.

I. 個人資料 PERSONAL PARTICULARS

會員編號 Membership No. :

中文姓名 Chinese Name _____ 英文姓氏 Surname _____ 英文名字 Given Name _____

性別 Gender : 男 M 女 F 年齡 Age : _____

學歷 Qualification : 小學或以下 Primary or below 中學 Secondary School 大專或以上 College or above

職業 Occupation : _____ / 家務料理者 Home-maker 學生 Student 退休 Retirement

家居電話 Home Tel. : _____ 手提電話 Mobile : _____

溝通語言 Languages Spoken : 中文 / English / 其他，請註明 Others, please state : _____

II. 興趣及技能 INTERESTS AND SKILLS

有沒有義工經驗？ Any volunteer experience? 有 Yes, 例如 Examples : _____ 沒有 No

申請成為義工的原因 Reasons of being volunteer : _____

技能 / 專長 / 興趣 Skills / Talents / Interests : _____

III. 服務偏好 PREFERENCE

服務地點 Service Centre : 賽馬會麗閣中心 Jockey Club Lai Kok Centre 賽馬會太和中心 Jockey Club Tai Wo Centre 慧思薈 WISE

服務種類 Type of Service :

- 興趣班義務導師 Tutor of Interests Class 辦公室接待及文書處理 Administrative and Paper Works
- 課託義務導師 Tutor 環保工作 Recycling Works
- 託兒 / 褓母 Childcare / Nanny 活動籌備 Event Helper 活動推廣 Promotions
- IT 大使 IT Ambassador 家居探訪 Home Visits 輔導 Counselling

服務時間 Availability :

星期一 Monday 星期二 Tuesday 星期三 Wednesday 星期四 Thursday 星期五 Friday 星期六 Saturday

上午 Morning 下午 Afternoon 晚上 Evening

沒指定時間，按中心活動時間而訂 Do not specify the time, according to the Centre's activities

IV. 緊急聯絡人 EMERGENCY CONTACT

姓名 Name : _____ 與申請人關係 Relationship with Applicant : _____

性別 Gender : 男 M 女 F 聯絡電話 Contact : _____

V. 聲明 DECLARATION

個人資料收集聲明 PERSONAL INFORMATION COLLECTION STATEMENT

閣下所提供的資料將用作本會行政的有關事宜。本會或會將閣下的部分資料授權其他部門使用，以便進行有關閣下的義工申請或作活動宣傳用途。根據個人資料（私穩）條例所訂明的豁免外，閣下有權向本會查閱和修正你的個人資料。如會員希望查閱和修正個人資料應以書面或親臨本會提出。

The information provided by you will be used for purposes relating to the administration of HKFWC. HKFWC may give some of the information to other parties within the HKFWC relating to your usage on volunteer application or activities promotion. Subject to exemption under the Personal Data (Privacy) Ordinance, you have the right of access and connection with respect to personal data. Request for personal data access and correction should be addressed to HKFWC.

本人不同意本會將本人的資料作上述用途。

I disagree HKFWC to use my data in above-mentioned usage.

本人不同意本會把本人參與活動的相片或錄像，上載至協會網頁、社交媒體或印在協會刊物之上，以作服務宣傳之用。

I disagree HKFWC uploads my photos and video to HKFWC's website, social media or prints in publications for services' promotion.

性罪行定罪紀錄聲明 DECLARATION OF SEXUAL CONVICTION RECORD

由於本會服務對象包括兒童及精神上無行為能力人士，為減低這類人士受性侵犯的風險，並加強對這類人士免受性侵犯的保障，本會現要求閣下就性罪行的刑事定罪紀錄作出以下聲明，確保他們免受性侵犯或騷擾。

Since our service targets including children and mentally incapacitated persons (MIPs), in order to prevent previous sexual offenders by deliberately withholding their past sexual conviction records and molesting children or MIPs again through contact with them in the course of their work; and to help reduce the risk of sexual abuse to children or MIPs and give them better protection while considering the need of rehabilitation of offenders. HKFWC is requiring the declaration of criminal conviction for sexual offenses to ensure the service targets from sexual abuse or harassment.

本人特此聲明，本人並無任何性罪行刑事定罪紀錄

I hereby declare that I did not have any criminal conviction of sexual offenses

本人贊同香港婦女中心協會的理念，並接受香港婦女中心協會的憲章及各服務中心條款及細則。香港婦女中心協會可根據憲章條文保留接受本人成為義工與否之權利。

I am in sympathy with the mission of HKFWC and agree hereby to abide and by bound by the constitution, By-Laws and Rules of Agency. HKFWC reserves the right according to the Constitution to accept or not accept the application presented.

申請人簽署 Signature of Applicant

日期 Date



香港婦女中心協會 HONG KONG FEDERATION OF WOMEN'S CENTRES

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Tel: (852) 2386 6256

Fax: (852) 2728 0617

Add: 305-309, Lai Lan House, Lai Kok Estate, Kowloon, H.K.

E-mail: info@womencentre.org.hk

Website: womencentre.org.hk