



港青義工登記表格 VOLUNTEER REGISTRATION FORM

For staff ONLY
 Volunteer No. _____
 Process date _____
 Handled by _____

第一部 Section 1 基本資料 GENERAL INFORMATION

您是香港基督教青年會的會員嗎？ Are you currently a member of the YMCAHK?

<input type="checkbox"/> 是 Yes	如是，請填寫會員號碼 _____ 及直接跳至 第二部 If Yes, please fill out your membership No. _____ and go to SECTION 2
<input type="checkbox"/> 否 No	請填寫以下個人資料 Please fill out your personal particulars

英文姓名 Name in English:	中文姓名 Chinese Name:
性別 Gender:	宗教 Religion:
出生日期 Date of Birth: ___日 DD/___月 MM/___年 YY	年齡 Age:
家庭電話 Home Telephone:	手機 Mobile:
電子郵件 Email:	
語言：廣東話/英語/普通話/其他： _____ Language: Cantonese / English / Mandarin / Others: _____	

第二部 Section 2 有興趣參與的義工服務 VOLUNTEER INTEREST

<input type="checkbox"/> 兒童及青年服務 Children & Youth	<input type="checkbox"/> 顧客服務 Customer Service
<input type="checkbox"/> 體育及康樂服務 Sport & Recreation	<input type="checkbox"/> 行政工作 Administration
<input type="checkbox"/> 持續進修服務 Continuing Education	<input type="checkbox"/> 培訓工作 Training
<input type="checkbox"/> 市場推廣 Marketing & Communication	<input type="checkbox"/> 技能指導服務 Skill coaching
<input type="checkbox"/> 文化藝術活動 Culture & Arts Activities	<input type="checkbox"/> 探訪服務 Visiting
<input type="checkbox"/> 特別活動 Special Event	<input type="checkbox"/>

第三部 Section 3 參與義工服務時間 VOLUNTEER 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	星期日 Sunday
上午 Morning	___-___	___-___	___-___	___-___	___-___	___-___	___-___
下午 Afternoon	___-___	___-___	___-___	___-___	___-___	___-___	___-___
晚間 Evening	___-___	___-___	___-___	___-___	___-___	___-___	___-___

工作狀況：學生/ 在職/ 在家工作/ 待業/ 退休/ 其他： _____ Working Status: Student / Employed / Work at home/ Job-seeking/ Retired/ Others: _____
教育程度：小學或以下/ 初中/ 高中/ 大專/ 大學/ 碩士或博士 Education: Primary or below/ F1-3/ F4-7/ College/ Undergraduate/ Postgraduate
您願意參與的義工服務年期？ 一次性/ 短期 (少於 6 個月) / 長期 (多於 6 個月) / 視乎活動內容 How long of commitment are you willing to provide? One-off / Short term (less than 6 months)/ Long term (more than 6 months) / Project-based
您從何得知香港基督教青年會的義工招募？ 朋友/ 港青員工/ 港青義工/ 網絡媒體/ 其他： _____ How did you learn about YMCAHK volunteer recruitment? Friend / YMCAHK staff / YMCAHK volunteer / Social media promotion / Others: _____
義工服務經驗 Volunteer Experience: _____ 年 Year (s)
資歷/ 技能 Qualification / Skills: _____

/請圈出適用者 Please circle the applicable; 請 出適用者 Please the applicable

第四部 Section 4 自我介紹 TELL US ABOUT YOURSELF

請分享您加入成為港青義工的理由，以及您希望從這次經歷中學到甚麼 Please share some of your reasons for becoming a YMCAHK volunteer and what you hope to gain from this experience.

閣下所提供的資料將提供港青各個部門使用。如果有合適的義工服務，港青有關部門將直接與您聯絡。感謝您對香港基督教青年會的支持。Personal information above will be released to respective Sections for record. Direct contact will be made to you when appropriate volunteer opportunities are available. Thank you for supporting YMCAHK

第五部 Section 5 收集個人資料聲明 PERSONAL INFORMATION COLLECTION STATEMENTS

收集資料的目的： Purpose of Collection:	香港基督教青年會會使用你提供的個人資料，向你/申請人提供你/申請人所需要的活動、課程或服務，包括但不限於監察、檢討及發展各項活動、課程或服務。 The YMCA of Hong Kong ("YMCA") will collect your personal data to provide you/ the applicant activities, programmes or services relevant to your needs, including but not limited to monitoring, review and development of activities, programmes or services.
資料的轉移： Transfer data:	你所提供的個人資料，會供本機構在工作上需要知道該等資料的職員或指定人士使用。此外，本機構在需要時亦只會向下列有關方面披露該等資料： a) 活動、課程或服務的協辦機構或團體 b) 香港基督教青年會所委託的指定機構，(不限於)處理/跟進保險索償個案、檢討服務等事宜 c) 由法律授權或法律規定須向其披露資料的有關方面 The personal data you provide will be made available to persons working in the YMCA or persons designated on a need-to-know basis. Apart from this, the data may only be disclosed to the relevant parties in the circumstances listed below:
查閱個人資料： Access to Personal Data:	a) Co-operative activity, programme or service providers. b) Other parties commissioned by the YMCA for the purposes of processing insurance claims, evaluation and review of services and other issues related to the YMCA. c) Where such disclosure is authorized or required by law. 除了《個人資料(私隱)條例》規定的豁免範圍外，你有權要求查閱和更正本機構所持有關於你的個人資料，你亦可要求索取這些資料的副本。不過，在一般情況下，如收集資料的目的已經完成，本機構會刪除有關的個人資料。 Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have a right of access to and correction of personal data or obtaining a copy of the data you provided. However, under normal circumstances, data will be erased after fulfilling the purposes of collection. 請確保你向香港基督教青年會提供的資料正確無誤。如欲查閱或更正本機構所持有關於你的個人資料，請以書面方法提出。
查詢：	聯絡：香港基督教青年會會員及社區服務部總辦公室 地址：九龍尖沙咀梳士巴利道 41 號 Please ensure that the data you provide to the YMCA are accurate. If you would like to access or correct your personal data, please contact the YMCA in writing.
Enquiries:	Contact: Head Office of Member and Community Services (M&CS), the YMCA of Hong Kong Postal Address: 41 Salisbury Road, Tsim Sha Tsui, Kowloon
申請人聲明： Declaration by the Applicant:	1) 本人明白及同意香港基督教青年會透過本表格收集本人的個人資料，並利用我的個人資料，作處理申請、安排課程/活動/服務內容(包括但不限於班務、點名、貼堂、領取證書)、宣傳、檢討服務、統計、意見調查、調查/跟進其他與香港基督教青年會有關的服務或事宜之用。 2) 本人明白及同意香港基督教青年會可能把本人的個人資料作上述的資料轉移用途。 3) 本人明白及同意香港基督教青年會可能會使用本人的個人資料(包括但不限於姓名、地址、電郵地址、電話號碼、肖像及錄像)，向本人提供有關香港基督教青年會的相關活動、課程或服務及推廣活動等的相關資訊；並同意香港基督教青年會亦可能把本人的個人資料，用作推廣香港基督教青年會提供的活動、課程或服務之用途。 4) 會員[參加者]提供的個人資料(包括姓名、聯絡方法及其他資料如曾參加的活動、課程、服務等)將用作與港青溝通渠道，港青將透過信件、電子郵件、流動電話和其他社交媒體等為會員[參加者]送上港青的最新課程、服務資料及推廣訊息。這些資訊亦將包括講座及活動、折扣優惠、尊榮優惠、聯誼及籌款活動等。會員[參加者]可隨時以書面方式向港青申明是否願意繼續接收有關資訊。 1) I understand and accept that the YMCA will, through this application form, collect my personal data which would be used for processing my application, arranging activities, programmes or services (including but not limited to class administration work), promotion, evaluation of services, statistics, surveys, investigation and following up of other issues related to the YMCA. 2) I understand and accept that the YMCA may transfer my personal data for the above purposes. 3) I understand and agree that the YMCA may use my personal data (including but not limited to my name, correspondence address(es), contact telephone number(s), email address(es), photo record(s) and video record(s)) to provide me information on related activities, programmes or services; I also accept that my personal data may be used for promoting activities, programmes or services provided by the YMCA. 4) From time to time, the Association will send the latest updates and promotional materials to Member(s) [or Participant (s)] on the availability of the activities, programmes, and/ or services. This will also include seminars and events, discounts and offers, networking opportunities and fund-raising initiatives. Various communication channels will be employed such as direct-mail, email, mobile phone and other forms of social media, by using Member(s)' [or Participant(s)'] personal data (including, but without limitation to, Member(s)' [or Participant(s)'] name, contact details and other information collected in Member(s)' [or Participant(s)'] profile such as the activities, programme(s), or services s/he registered/ enrolled, etc.). Member(s) [or Participant (s)] always has the right to make subsequent changes on her/ his choice of receiving further marketing materials by sending a written unsubscribe request by post to the Office of Member and Community Services at any time.
<input checked="" type="checkbox"/> 本人已細閱、明白和同意本申請表格的「收集個人資料聲明」條款 I acknowledge that I have read and agree to the "Personal Information Collection Statements" in this form.	

Signature of Applicant 申請人簽署: _____ Date日期: _____

For applicants under 18 years old, endorsement by parent or guardian is required.

未滿18歲的申請人，須由家長或監護人簽署。

Name of parent/guardian 家長/監護人姓名: _____ Signature簽署: _____

Relationship與申請者之關係: _____ Tel電話: _____