



# 香港婦女中心協會

Hong Kong Federation of Women's Centres

職員專用 FOR OFFICE USE ONLY

LK /  TW /  FL /  SS /  WF

義工編號 VOLUNTEER NO.

辦理人員 HANDLED BY

轉介同事 REFER TO

日期 DATE

## 義工申請表 VOLUNTEER APPLICATION FORM

新申請 New Application  資料更新 Change of 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.

### 個人資料 PERSONAL PARTICULARS

會員編號 Membership No :

稱謂 Title :  博士 Dr.  先生 Mr.  女士 Ms.

中文姓名 \_\_\_\_\_ 英文姓氏 \_\_\_\_\_ 英文名字 \_\_\_\_\_  
Chinese Name \_\_\_\_\_ Surname \_\_\_\_\_ Given Name \_\_\_\_\_

性別 Gender :  男 M  女 F  其他 Others

年齡 Age :  17歲或以下 Age of 17 or below  18-30歲 Age  31-40歲 Age  
 41-50歲 Age  51-60歲 Age  61歲或以上 Age of 61 or above

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

通訊地址 Correspondence Address : \_\_\_\_\_

電郵地址 Email : \_\_\_\_\_ 聯絡電話 Contact No. : \_\_\_\_\_

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

我支持環保以電子方式收取協會的刊物 I wish to receive the HKFWC's publications by electronic channel

### 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  其他 Others 聯絡電話 Contact : \_\_\_\_\_

### 服務偏好 PREFERENCE

服務地點 Service Location :  香港島 Hong Kong Island  九龍 Kowloon  新界 New Territories

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  
 活動推廣 Promotions  課託義務導師 Tutor  家居探訪 Home Visits  輔導 Counselling  
 活動籌備 Event Helper  環保推廣 Environmental Protection  託兒 / 褸母 Childcare / Nanny

服務時間 Availability :  平日 Weekdays  星期六 Saturday |  上午 AM  下午 PM  晚上 Evening

沒指定時間，按本會服務中心活動時間而訂 Do not specify the time, according to the need of services

**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：\_\_\_\_\_

**聲明 DECLARATION****個人資料收聲明 PERSONAL INFORMATION COLLECTION STATEMENT**

閣下所提供的資料將用作本會會員服務行政的有關事宜。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課程 / 活動 / 租用設施的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。請在提出要求時，同時提供你的會員編號。

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 of our facilities and courses taken 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, and please quote your membership number.

- 本人不同意協會將本人的資料作上述用途  
I disagree HKFWC to use my data in above-mentioned usage
- 本人不同意協會把本人參與活動的相片或錄像，上載至協會網頁、社交媒體或印在刊物之上，以作服務宣傳之用  
I disagree HKFWC to upload my photos and video to HKFWC's website, social media or publications for service promotion
- 本人不同意協會把本人的聯絡電話號碼加入協會的WhatsApp群組，以接收活動宣傳訊息  
I disagree HKFWC to add my contact number into HFKWC's WahtsApp groups for service and activity 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 requires 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

申請人簽署 Signature of Applicant

日期 Date



# 香港婦女中心協會

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## 義工手冊 VOLUNTEER HANDBOOK

### 申請成為義工 APPLICATION

- 凡支持本會宗旨及遵守本會憲章及附則的人士，均可填寫義工申請表，提供服務偏好，以便安排義工服務  
Persons who uphold the objectives of HKFWC and comply with the Constitution, By-laws and Rules of HKFWC can apply for volunteer. Eligible persons can fill in the application form indicate their service preferences so that HKFWC can make arrangement accordingly.
- 12-17 歲人士，須得家長或監護人同意，由家長或監護人陪同下申請  
Persons aged 12-17 must obtain parental consent to apply the membership. They have to register with the parents or guardian.

### 義工責任 OBLIGATIONS

- 個人資料若有更改，請盡快通知本會  
For any change of personal information, please notify HKFWC as soon as possible.
- 遵守本會守則，不可隨便開啟服務中心任何電器用品，如有損壞須照價賠償  
Volunteers should comply with the rules and regulations of HKFWC. Volunteers must not turn on any electronic devices of the service centres without permission, or have to pay the full price for any properties damaged.
- 準時出席所參與的義工服務  
You should attend volunteer services that you have applied punctually.
- 因應社會福利署的指引，義工須就性罪行定罪紀錄作出聲明，以便本會參考，並應在有關紀錄有所改變時盡快通知本會  
According to the regulations given by the Social Welfare Department, volunteers should provide Sexual Conviction Record Check for the reference of HKFWC. You should notify HKFWC immediately if there is any change in the record.

### 長期服務獎 Long Service Award

- 由2019年4月1日開始\*，義工須於該年度（每年4月1日至翌年3月31日）為本會提供義工服務，並於社職網上系統妥善紀錄該年度的義工時數，有關時數方會被納入計算，以擬定義工長期服務獎得獎人選。未被妥善紀錄的時數將不獲計算。直至義工再有效紀錄時數，該年度的義工年資方才會再度累積。  
Since 1 April 2019\*, seniority of volunteering at HKFWC will only be counted when volunteering service is provided during the financial year (from 1 April of the current year to 31 March of the following year) AND the relevant service hours are recorded in the Social Career online system. Missing records will not be counted as seniority of service. The seniority of volunteering will only be accumulated when there is valid record of volunteering services.
- \*在2019年3月31日或之前，所有義工的服務年資將會由正式加入的年度開始計算，除非該義工表明不再為本會擔任義工，否則所有義工的時數及獎項計算當以上述機制處理。  
\*On or before 31 March 2019, the calculation of all volunteer service years starts upon the first year the volunteer officially initiated the service. The mechanism mentioned above shall apply to processing of all awards of all volunteers except those confirm to withdraw from their service.

### 終止義工身份 TERMINATION

- 閣下可隨時停止在本會參與義工服務  
You may cease volunteering for HKFWC.
- 凡違反本會守則之義工，如：「義工手冊」，本會有權取消其義工身份  
HKFWC reserves the right to stop any persons who violate the rules of HKFWC, including volunteer handbook, from joining our volunteer works.

### 其他 MISCELLANEOUS

- 如有任何修改，本會將會將更新版本上載到本會網頁 [womenscentre.org.hk](http://womenscentre.org.hk)  
If there is any change to the rules, HKFWC will upload the latest version to our website [womenscentre.org.hk](http://womenscentre.org.hk)
- 閣下有權向本會查閱和修正你的個人資料。如義工希望查閱和修正個人資料應以書面或親臨本會提出  
You have the right to request access to and correction of your personal data held by HKFWC. Request for access or correction of personal data should be made in writing or by visiting our service centre.