

保良局翠林中心
義工申請表

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Po Leung Kuk Tsui Lam Centre Volunteer Application Form

I. 中文姓名 英文姓名
Name in Chinese: _____ Name in English: _____

身份證號碼 (首四位值, 如A123) 出生年份 性別
HKID No. (1st 4Nos.): _____

住所地區
Residential District: _____

電話 (手提/Whatsapp聯絡號碼)
Telephone No. (Mobile/No.for Whatsapp) _____

電郵
Email: _____

相 片

Photo

II. 學歷 Educational Background:

小學 Primary 中學 Secondary 專上 Post-secondary
 大學或以上 University or above 其它(請註明) Others(please specify): _____

III. 職業 Occupation: _____ 全職 Full time 兼職 Part-time
 自由工作 Freelance 退休 Retired

IV. 語言 Language:
 廣東話 Cantonese 普通話 Mandarin 英語 English
 手語 Sign Language 其他 Others: _____

V. 義工服務經驗 Volunteer work experience
 沒有 Nil 少於1年 less than 1 yr 1至2年 1 to 2yrs 3至4年 3 to 4yrs 5年或以上 5 yrs or above

如有, 請註明服務類別:
If yes, please specify service type : _____

VI. 認識本服務的途徑 Ways of knowing our service:
 網上 Internet (請註明 please specify : _____) 報章/雜誌/電台 Media
 單張/海報 Leaflet/ Poster 社會服務機構 Social Service Agency (請註明 please specify : _____)
 朋友 Friend 其他 Others: _____
介紹人/ 機構 (如適用) Source of Referral (if applicable): _____

VII. 你曾否在香港或其他地方被裁定干犯性罪行或其他刑事罪行, 或涉及任何在進行中的刑事訴訟或調查?
Have you ever been convicted of sexual offence or other criminal offence in Hong Kong or elsewhere, or whether involved in any ongoing criminal proceedings or investigation?
 否 No 有 Yes, 請列明 please state : _____

VIII. 健康狀況申報 Health Declaration: (*刪去不適用/delete inappropriate)
我 (*有以下/沒有任何已知悉) 的健康狀況可能會影響我提供義工服務。 I (*have the following / do not have any known) medical condition that would affect my participation in voluntary service : _____

義工申請人須知 Notes for Volunteer Applicants

1. 「翠林中心」隸屬保良局，獲社會福利署委託，推行首項「家庭暴力受害人支援計劃」。此「計劃」服務全港及提供相關的司法程序和社會支援服務的資訊、情緒支援及陪伴服務，以加強對家庭暴力(包括虐待配偶/同居情侶及虐待兒童)受害人的保護，減輕她/他們面對司法過程的恐懼，並幫助她/他們重建正常的生活。
Po Leung Kuk Tsui Lam Centre, commissioned by the Social Welfare Department, launched the first-ever territory-wide "Support Programme for Victims of Family Violence (VSP)". This program provides information on judicial proceedings and social support services, as well as emotional support and accompany services for victims of family violence (including spouse / cohabitant battering and child abuse), helping them to alleviate fear and resume normal life.
2. 需年滿 18 歲，性格成熟，情緒穩定，具積極的人生觀及非批判性的態度，遵守保密原則，願意配合時間及學習新事物，耐心聆聽及關心服務使用者，並須定期接受義工服務表現評估和職員督導。
Applicants must be aged 18 or above. They should be mature, emotionally stable, with a positive and non-judgemental attitude. They must comply with the rules of confidentiality, be willing to adjust their schedules and learn about new issues. They should care and listen to the needs of service users with empathy and patiently. Their performance will be evaluated and supervised by staff regularly.
3. 義工服務類別: 陪伴受害人參與司法程序，如協助警方調查、約見律師、出席聆訊；協助服務使用者聯繫社區資源，如尋找租盤、安排接送；托管兒童、家訪、帶領活動、推廣服務等。
Types of volunteer service: accompanying victims to go through judicial processes (e.g. assisting in police investigation, meeting with a solicitor or attending court hearing); connecting service users to community resources (e.g. searching for rental units, pick up and drop off service from school); child care, home visits, conducting activities, service promotion, etc.
4. 必須完成指定「義工培訓課程」及通過甄選試，並承諾服務最少一年。另必須在保良局義工系統登記才可參與服務。如遲到或早退超過 15 分鐘/因事或病缺席，應提前通知中心，該堂培訓當缺席論，並需於下期培訓補堂。
Applicants are required to complete the Volunteer Training Course, pass our screening interview and commit to service for at least 1 year. They must register on Po Leung Kuk's volunteer platform before participating in services. Tsui Lam Centre must be notified if applicant will miss/ missed more than 15 minutes of a training session, and that session would be treated as absent. The applicant can retake that module in the subsequent Volunteer Training Course.
5. 服務期間會提供義工津貼，並以月結及銀行入數發放。
Volunteer allowance will be provided for services, which will be calculated monthly and deposited to the volunteer's bank account.
6. 如服務表現不理想，中心保留取消義工資格的權利，以捍衛局的服務宗旨、理念及保障受助人的權益。
In order to safeguard the mission and beliefs of Kuk and the rights of service users, when performance of a volunteer is unsatisfactory, Tsui Lam Centre reserves the right to terminate and withdraw the volunteer to provide voluntary service.

同意及聲明 Agreement and Declaration

- 本人已閱讀並同意義工申請人須知。I have read and agreed to the Notes for Volunteer Applicants.
- 本人同意於接受培訓或參與活動期間可能會被拍攝作日後保良局服務推廣用途。I consent to Po Leung Kuk publishing my photos taken during the trainings or activities for service promotion.
- 本人明白和同意以上資料只會用作本人之義工申請及登記，而該等資料均會保密。有關保良局社會服務部保障資料之政策及措施可參閱中心張貼之通告及向單位主任查詢。I understand and agree that the information given above is strictly confidential and only for the volunteer application and registration purposes. Information on policies and guidelines to Personal Data (Privacy) Ordinance of Po Leung Kuk Social Services Department is available at the notice board of service unit and through enquiries to the officer-in-charge.

此表格上之個人資料除作上述用途外，本局將不時透過直接郵遞、電郵、電話、手機短訊及傳真等途徑，向閣下提供有關本局動向、服務推廣及籌募活動等的資訊，屆時將需要使用閣下存於本局之聯絡資料與閣下通訊。
Your personal data provided in this form will be used for the above purpose. The Kuk may use your personal data in the database of the Kuk to send you the most updated information relating to our services, development and appeal for donation campaigns through various channels such as direct mailing, email, telephone, SMS or facsimile, etc.

如不擬收取任何保良局的宣傳郵件，請在括號內加 X。If you do not wish to receive promotional materials from Po Leung Kuk, please put an X in the box. []

申請人簽署 Signature of applicant: _____

日期 Date: _____