

個人資料 PERSONAL DATA

Reg. No. (登記編號):

一般資料 GENERAL INFORMATION			
姓名 (英文) Name (English)		(中文) (Chinese)	香港身份證號碼 HKID Card No. ()
出生日期 Date of Birth	年齡 Age	出生地點 Place of Birth	職業 Occupation
住址 Address			性別 Sex
聯絡電話 住宅 Phone No. (Home)	手提 (Mobile)	電郵地址 Email Address	
遇有緊急事故時通知何人 Name of Person to notify in case of emergency			聯絡電話 Phone No.
住址 (如與上述不同) Address (If differ from above)			
教育/訓練及經驗 EDUCATION/TRAINING & EXPERIENCE			
學歷 Academic Qualification			
能操語言 Languages			興趣/專長 Interests/Skills
義工經驗 Volunteer Experience	期間 Period	機構 Organization	職責 Duties
其他資料 OTHER INFORMATION			
身體是否有任何殘障/病患? 如有, 請說明: Do you have disability/disease of any kind? If yes, please give details:			

你期望參與什麼類型的義務工作?
What kinds of volunteer work are you interested in? _____

能夠參與的日期?
What time will you be available? _____

茲證明就本人所知及所信以上填報資料均屬正確。填寫表格時, 本人深知倘故意提供虛假資料或漏報任何有關事項, 本人將會喪失貴機構選用為義工之資格。如本人已在貴機構服務, 則會遭受終止服務的處理。

I certify that the information contained above is correct, and completed to the best of my knowledge and belief. In completing this form, I understand that if I wilfully give false information or withhold any material information, it will render me liable to disqualification for appointment to the service of the Christian Action or to dismissal, if already in service of Christian Action.

申請人簽署 Applicant's Signature

日期 Date

- 以上資料純為本機構作記錄用途, 不會作為甄選準則。
The above information is required for record purpose and will not form any basis for selection.
- 請參閱及遵守背頁之“義工守則”。
Please see and observe the “Rules for Volunteers” overleaf.
- 如未獲入境事務處處長批准, 本機構將拒絕接受任何已界定為不可合法受僱人士之義工申請。
Christian Action will not accept any persons who are not lawfully employable without first obtaining approval from the Director of Immigration.

本會專用 For Office Use Only — 請負責之同事填寫 please complete by the user department

- 已查閱申請人之香港身份證 Checked with applicant's Hong Kong identity card
- 是 - 申請人持**永久性居民身份證**
Yes - Holding **permanent identity card**
- 否 - 申請人並非永久性居民。如非永久性居民, 申請人**必須**提交身份證及旅行證件之副本並連同此表格一併交回人力資源部, 以便核實。(見下)
No - NON HK permanent resident. If NON HK permanent resident, the applicant **MUST** submit copies of his/her HKID card and travel document together with this Form to HR Department for checking. (see below)

備註:

請先查閱申請人之旅行證件, 如未經入境事務處處長批准, 本會不可接受**以「訪客」、「學生」、「僱傭工作」條件留港的人士或所持旅行證件載有「持證人不得從事僱傭工作」的逗留條件的人士。

Please check applicant's travel document, we **cannot accept those permitted to remain on visitor, student, employment conditions or those whose travel documents are endorsed with a condition of stay that “Employment is not permitted” without prior permission from the Director of Immigration.

接受申請 Accepted 服務性質 Service Nature : _____ 接見人 Interviewed by: _____
主管/部門經理 Supervisor/Dept Manager

拒絕申請 Rejected 服務日期 Service Date : _____ 至 To _____ 日期 Date : _____

審查人 Reviewed by: _____
人力資源部 Human Resources Dept

日期 Date : _____

義工守則 Rules for Volunteers

1. 義工以基督教勵行會名義參予任何公開或政治宣傳活動，事前均需獲得勵行會總幹事之書面同意。

You may not without the written consent of the Executive/Programme Director of Christian Action engage in any forms of publicity or political propaganda in the name of Christian Action or its programmes / projects.
2. 義工必須認真遵守基督教勵行會之目標及理想：非政治化，不分種族及派系，並全力協助其服務對象。

You must at all times observe the aims and ideals of Christian Action which are non-political, non-racial, non-sectarian and solely concerned to assist their clients.
3. 義工應採取專業態度，參予基督教勵行會之義務工作。

You are at all times expected to have a professional attitude towards the volunteer work you do in Christian Action.
4. 義工如以基督教勵行會名義參予合約列明以外之活動，事前必須與負責人商討。

You may not without prior discussion with the Manager or Programme Director of Christian Action engage in any activity other than those specified in this contract in the name of Christian Action.