**The Chinese University of Hong Kong**

**Centre for the Study Humanistic Buddhism,**

**香港中文大學人間佛教研究中心**

Volunteer Application Form

義工申請表格

**Personal Particulars 個人資料**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name 姓名 | (English)  (中文) | | Gender 性別 | □　Male 男  □　Female 女 |
| Age年齡 | □　16 – 20　　□　21 – 30  □　31 – 55  □　56 years old or above 56 歲或以上 | | Contact Number  聯絡電話 |  |
| E-mail 電郵 |  | | Wechat ID  微信 ID |  |
| Working Status工作狀況 | □　Student 學生　　□　Full-time Employed 全職　　□　Part-time Employed 兼職  □　Self-employed 自僱　　□　Retired 退休人士　　 □　Housewife 家庭主婦  □　Other 其他： | | | |
| Education Level 教育程度 | □　Primary 小學　　□　Secondary 中學　　□　Bachelor Degree Holder 學士學位  □　Master Degree Holder 碩士學位　　□　PhD Holder 博士學位 | | | |
| Language  語言能力 | Cantonese 廣東話  Putonghua 普通話  English 英文  Other 其他：  Other 其他： | □　Fluent 流利　□　Intermediate普通　□　Basic 尚可  □　Fluent 流利　□　Intermediate普通　□　Basic 尚可  □　Fluent 流利　□　Intermediate普通　□　Basic 尚可  □　Fluent 流利　□　Intermediate普通　□　Basic 尚可  □　Fluent 流利　□　Intermediate普通　□　Basic 尚可 | | |
| Status of learning Buddhism  學佛情況  (If applicable  如適用) | □　三皈依 Have taken Three Refuges  □　五戒 Five Precepts upasaka / upasika  □　在家菩薩戒 Lay Bodhisattva Precepts  □　尚未皈依 Have not taken Three Refuges | | | |

**Other Information 其他資料**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mode of Service  義工模式 | □　Long Term Service長期服務  □　Short Term Service 短期服務  　 From 由 (MM月)/ (YY年) to 至 (MM月)/ (YY年)  □　Depend on the need/ availability 需視本中心需要/ 具體時間 | | | | | | | |
| Availability\*  能參與服務時間\* |  | MON星期一 | TUE星期二 | WED星期三 | THU星期四 | FRI  星期五 | SAT  星期六 | SUN  星期日 |
| Morning早上 | □ | □ | □ | □ | □ | □ | □ |
| Afternoon下午 | □ | □ | □ | □ | □ | □ | □ |
| Night  晚上 | □ | □ | □ | □ | □ | □ | □ |
| Skills技能  (If applicable 如適用) | □　Basic Computer Knowledge  基本電腦操作  □　English Translation 英語翻譯  □　Event Reporting 活動報導  □　Photography 攝影  □　Video Recording 攝錄  □　Video Editing/ Production  攝像剪輯 / 後期製作 | | | | □　Emcee 司儀 □　Design 美術設計  □　First Aid (with a valid certificate)  急救 (持有效證書)  □　Flower Arrangement 插花  □　Tour Guiding 導賞  □　Other 其他： | | | |
| Experience經驗  (If applicable 如適用) | Please specify the organization(s) you are serving/ have served  請註明現時/曾服務之團體： | | | | | | | |
| Remarks備註  (If applicable 如適用) |  | | | | | | | |
| Emergency Contact  緊急聯絡人資料  (For participants who are over 16 years old but under 18 years old.  只供年滿十六歲而未滿  十八歲之申請人填寫。) | Please complete this section by Parent or Guardian 請由家長或監護人填寫此欄    家長或監護人姓名 Name of Parent / Guardian：  與申請人關係 Relationship with Applicant：  聯絡電話 Contact Number： | | | | | | | |

\*Lectures will be mainly held on weekdays during 7:30pm to 9:30pm. While for conference, it will take about two to three days from the beginning of the event to the end. Some events will be held on weekend. Volunteers are not required to provide assistance for the whole event. You may assist in the event according to your schedule.

\*講座時間以晚上七時三十分至九時三十分為主。

大型活動/會議由學者抵港報到至活動結束，約需二至三整天的時間。義工不一定要參與整段時間的服務，可依據個人方便時間而參與即可。有些活動於星期六、日舉行。

**Notes to Applicants 注意事項**

1. Volunteer service forms an essential part of unwavering self-practice and supporting **the Centre for the Study of Humanistic Buddhism** (the Centre) 's work. The Centre expects all volunteers can improve their understanding of Dharma nature and their personal qualities simultaneously by providing services.

義工服務是堅定個人修持及支援香港中文大學人間佛教研究中心 (下稱：本中心) 工作的重要一環。本中心期望義工在服務之餘，自身也能有所裨益，法義和質素同步成長。

2. To register as a volunteer, the following requirements must be fulfilled:

\* To have a strong commitment to the purpose and ideals of the Centre and to be willing to abide by the relevant team rules and guidelines.

\* To have enthusiasm to help others, with no upper age limit or qualification requirement. Parents or custodian's consent must be obtained for those who are above 16 years old but under 18 years old.

凡申請成為本中心的義工，必須符合以下條件：

\* 認同本中心義工團隊的理念和宗旨，樂意遵守團隊守則及指引。

\* 服務熱忱，學歷不拘。年滿16歲或以上，而不足18歲者，需徵得家長或監護人的同意。

3. Please ensure that all parts in the form are completed and the information are accurate. The application may not be considered if applicant fails to provide all information as required. The Centre reserves the final decision for the result of application.

申請人須填妥報名表各項，並提供正確資料。如申請人未能提供足夠資料，或提供的資料不完整，有關申請有可能不獲受理。本中心保留義工服務申請之最終決定權。

4. To have a better communication with all volunteers, the Centre will create a Whatsapp group. If you refuse to join the Whatsapp group, please mark it clearly on the application form. The Centre will contact you separately. If you encounter difficulties in receiving Whatsapp messages, please contact the Center for appropriate arrangements. Please fill in the relevant information (ie: contact number and email address) accurately for contact. If there are any changes, please update it to the Center in time.

為方便本中心與義工之聯繫，中心會於Whatsapp設立群組，如 閣下不欲加入群組，請於表格上註明，本中心將另行與 閣下聯繫。如 閣下在接收Whatsapp短訊上遇有困難，請聯絡本中心，以便作出適當安排。請準確填寫聯絡電話號碼及電郵地址，以便聯絡。如有任何更改，請及時向本中心提出更新。

5. The availability of volunteer opportunities will be subject to the needs.

視乎本中心運作情況，本中心有機會無法即時提供義工服務機會。

6. If you have any enquiry, please feel free to contact the Centre at 3943 5938.

如有任何查詢，可致電3943 5938與本中心聯絡。

**個人資料收集聲明 Personal Information Collection Statement**

The Centre for the Study of Humanistic Buddhism is committed to ensure that all personal data are handled in accordance with the provisions of the Personal Data (Privacy) Ordinance. The Centre has established appropriate procedures to ensure good practices on the acquisition, collection, recording, storage, disclosure, correction, erasure and communication of personal data kept by the Centre on its volunteers.

香港中文大學人間佛教研究中心致力確保在處理任何個人資料時，均會遵守《個人資料〔私隱〕條例》有關條文的規定。就有關獲取、收集、記錄、儲存、披露、改正、刪除及傳遞所保存的資料制度程序，以確保能採取恰當的做法。

1. Collection, Purpose and Use of Data 資料之收集，目的及用途  
Volunteers are asked to provide the Centre with personally-identifiable information such as name, e-mail address and relevant volunteering information. This is necessary for the Centre to record and arrange for volunteer services. Information collected is used for internal control, emergency contact, and enhancing the execution of the volunteer program.

在登記成為義工時， 閣下會被要求向本中心提供個人識別資料，例如姓名、電郵地址及相關的義工工作資科。本中心收集閣下之資料， 以便記錄及安排閣下的義工活動。收集之資料將用作內部管理、緊急聯絡、以及加強執行本中心的義工計劃。

2. Transfer of Data 資料之傳遞   
Generally, volunteer information will not be disclosed to any other party.

一般而言，本中心不會向任何人士披露或傳遞閣下之資料。

3. Access of Data 資料之存取  
Volunteers have the right to request access to and correction of information about them held by the Centre. Volunteers may request in writing to the Centre to stop the use of their information.

閣下有權要求存取及更正資料。如欲要求本中心停止使用閣下之資料，請以書面方式申請。

4. Personal information provided by the volunteers (including name, contact information and other information about the volunteers) will be used as a communication channel with the Centre. The Center may notify the volunteers of the latest information and promotional messages of the Center by email or Whatsapp, etc. Volunteers may at any time declare in writing or by e-mail to the Centre whether they are willing to continue receiving the relevant information.

閣下提供的個人資料 (包括：姓名、聯絡方法及其他有關 閣下的資料) 將作為與本中心的溝通渠道，本中心或許會通過電子郵件和電話軟件通訊 (如Whatsapp) 等方式通知閣下有關本中心之最新資訊及推廣訊息。 閣下可隨時可以書面或電郵方式向本中心申明是否願意繼續接收有關資訊。

I understand and accept the above content of “Notes to Applicants” and “Personal Information Collection Statement”.

本人明白並同意上述「注意事項」、「個人資料收集聲明」的內容。

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of applicant  申請人簽署 |  | Date  日期 |  |