



ST. JAMES' SETTLEMENT VOLUNTEER REGISTRATION FORM

1. Personal particulars

*Name: _____ *Sex: Male/Female *Age: _____
 Address: _____
 *Contact No.: _____ E-mail address: _____
 *Status: Student/Employed/Retired/Housewife/Others (Please specify: _____)
 (For student) Name of School: _____ Class: _____
 (For employed) Education level: _____ Occupation: _____
 Interests/skills: _____

2. *Who would you have like to serve? (Order of Priority: 1-3)

- ☐ Children (Aged 6 to 11) ☐ Youth (Aged 12 to 25) ☐ Elderly ☐ Mentally handicapped ☐ Family
☐ Community (Urban redevelopment / Heritage preservation / Environmental protection)
☐ Ethnic minority ☐ Others (Please specify: _____)

3. What kind of service you would like to offer?

- ☐ Concern visit ☐ Program assistance ☐ Counter duty (e.g. toys corner, library)
☐ Escort ☐ Tutorial ☐ Clerical work (data entry, statistics)
☐ Photography ☐ Repair assistance ☐ Instructors (Please specify: _____)
☐ Child care ☐ Health check assistance ☐ Others (Please specify: _____)

4. Time available for providing volunteer service: (Please "✓" in appropriate boxes)

Time	Mon	Tue	Wed	Thu	Fri	Sat
AM						
PM						
Night (Youth service only)						

Period: _____

5. *Have you ever participated in volunteer service? Yes/No

(If "Yes", please state service nature and name of agency): _____

6. How do you know our agency's volunteer service? _____

7. Remarks: _____

*Compulsory Field

Personal Information Collection Statement

St. James' Settlement will strictly comply with the "Personal Data (Privacy) Ordinance" ("Ordinance") that only collecting the personal information with specified purpose and ensuring the information will be properly kept. The information (including name, phone number, email and address) will only be used with Volunteer purpose (including daily contact, provide activities information and gather opinions) and we will not disclose the above information without your consent. You are entitled to access, amend and refuse the usage of your personal information by notifying us with free of charges at any time. You reserve the right to search and amend your own personal data. Our organization will handle this according to the stipulation in the Ordinance. You can request this by email (volunteer@sjs.org.hk) to our Volunteer Coordination Staff or contact volunteer coordination staff of respective service units for getting a copy of the "Personal Data Access Request Form". After submission of the form with required information, we will handle it with the related procedures accordingly.

I understand the above information will be processed in strictly confidential and used for service only. I agree St. James' Settlement can revere my data if there is any appropriate service in need. I understand there is photo-taking or video-taking for record and promotion during the program, I will keep away from the camera if I am not willing to do so.

☐ I agree to the proposed use of my personal data as stated above. (Please "✓" in the blank box)

Signature of Applicant: _____ Date: _____

Date of Signing Volunteer Guide: _____ Signature of Staff: _____ Date: _____

St. James' Settlement 85 Stone Nullah Lane, Wanchai

Tel: 2574 5201

For office use only: