



義工申請表

Volunteer Application Form

此欄由職員填寫 For office use only

編號 Reference No :

收表日期 Received Date :

TSZ SHAN
MONASTERY

填妥表格後請遞交至
Please send completed form to

電郵
E-mail:volunteer@tszshan.org

傳真
Fax: +852-2123-8614

A 個人資料 Personal Particulars (必須填寫 Mandatory)

中文姓名
Chinese Name

(依據香港身份證上的中/英文姓名填寫 Chinese and English names as printed on HKID Card)

申請者必須為16歲或以上人士
Applicant must be over the age of 16

英文姓氏
English Surname

英文名字
First Name

香港身份證
HKID

出生日期
Date of Birth

月份 Month 年份 Year

性別
Gender ☐ 男 Male ☐ 女 Female

聯絡電話
Contact Number

(住宅 Home)

(手提電話 Mobile)

電郵地址
Email Address

居住地址
Home Address

通訊地址
Postal Address

(如上述居住地址不同 If different from the home address stated above)

教育程度
Education Level

☐ 小學
Primary

☐ 中學
Secondary

☐ 大專或以上
Tertiary or above

工作狀況
Working Status

☐ 學生
Student

☐ 全職
Full-time

☐ 兼職
Part-time

☐ 自僱
Self-employed

☐ 家庭主婦
Homemaker

☐ 退休
Retired

☐ 其他，請註明
Others, please specify _____

語言
Language spoken

☐ 廣東話
Cantonese

☐ 普通話
Putonghua

☐ 英語
English

☐ 其他，請註明
Others, please specify _____

學佛情況 (如適用)
Status of learning Buddhism

☐ 三皈依
Have taken / Three Refuges

☐ 五戒
Five Precepts upasaka / upasika

(If applicable)

☐ 在家菩薩戒
Lay Bodhisattva Precepts

☐ 尚未皈依
Have not taken Three Refuges

B 能參與服務時間 Availability

☐ 平日
Weekdays

☐ 週末及公眾假期
Weekends & public holidays

C 技能及經驗 Skills and Experience

基本電腦操作
Basic Computer Knowledge

☐ 中文輸入法
Chinese Word Processing

☐ Microsoft Word

☐ Microsoft Excel

專業技能
Professional Skills

☐ 急救 (持有效證書)
First Aid (with valid certificate)

☐ 醫療護理 (持有效證書)
Healthcare (with valid certificate)

☐ 插花
Flower Arrangement

☐ 攝影
Photography

☐ 英語翻譯
English Translation

☐ 其他，請註明
Others, Please specify _____

經驗
Experience

- ☐ 導賞 (請註明現時/曾服務之團體)
Tour Guide (Please specify the organization(s) you are serving/ have served _____)
- ☐ 禪修 (請註明) 禪修年資 及禪修方法
Meditation (Please specify the year of experience _____ & method _____)
- ☐ 義工經驗 (請註明現時/曾服務之團體)
Volunteer Experience (Please specify the organization(s) you are serving/ have served _____)

D 健康及精神狀況 Health Conditions

你是否有/曾患有
Do you have / had

- ☐ 心臟病 Heart Disease ☐ 高血壓 High Blood Pressure ☐ 癲癇症 Epilepsy ☐ 糖尿病 Diabetes ☐ 肺結核 Tuberculosis
- ☐ 肝炎 Hepatitis ☐ 精神問題 Mental Illness ☐ 愛滋病 AIDS ☐ 其他 Others _____

如有，請註明

If yes, please indicate

- ☐ 已痊癒 Recovered ☐ 治療中 In treatment 請註明患病日期及近況 (例如需服用之藥物，住院日期等)
Please state start date & current conditions (e.g. medication, hospitalization etc.)

E 緊急聯絡人資料 Emergency Contact

緊急聯絡人姓名 Name of Emergency Contact

聯絡電話 Contact Number

與申請人之關係 Relationship with Applicant

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若申請人未滿18歲，請由家長或監護人填寫此欄

Please complete this section by Parent or Guardian if applicant is aged below 18

家長或監護人姓名

Name of Parent / Guardian

家長或監護人簽署

Signed by Parent / Guardian

與申請人關係

Relationship with Applicant

聯絡電話

Contact Number

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注意事項 Notes to Applicants

- 義工服務是堅定個人修持及支援慈山寺接眾的重要一環。本寺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。
Volunteer service forms an essential part of unwavering self-practice and the supporting of the Monastery to welcome visitors. We expect all volunteers to grow simultaneously in terms of their understanding of the Dharma and their personal qualities by providing services.
- 舉凡申請成為慈山寺的義工，必須附合下附條件：
* 認同慈山寺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，不足18歲者需得家長或監護人的簽名同意。
* 報讀本寺或慈明佛學園地舉辦的基本佛學課程。
To register as a volunteer, the following requirements must be fulfilled:
* To have a strong commitment to the purpose and ideals of Tsz Shan Monastery, 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, although parents or custodian's consent must be obtained for those who are above 16 but under 18.
* To enroll in basic Buddhism courses held by the monastery or Tsz Ming Buddhist Centre.
- 申請人必須參加義工面試、義工迎新指導課程及義工基礎佛學課程，方能成為合資格義工。
Applicants are required to attend Volunteer interview, Volunteer orientation and induction training and Volunteer basic Buddhism study to become a qualified Volunteer.
- 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，有關申請將不獲受理。
Please ensure that all parts in the form are completed and the information is accurate. The application will not be considered if applicant fails to provide all information as required.

個人資料收集聲明 Personal Information Collection Statement

本寺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。

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

1. 資料之收集，目的及用途 Collection, Purpose and Use of Data

在登記成為義工時，閣下會被要求向本寺提供個人識別資料，例如姓名、電郵地址及相關的義工工作資料。本寺有必要收集閣下之資料，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、以及加強執行本寺的義工計劃。

Volunteers are asked to provide the Monastery with personally-identifiable information such as name, e-mail address and relevant volunteering information. This is necessary for the Monastery to record and arrange for Volunteer services. Information collected is used for internal control, emergency contact, and enhancing the execution of the volunteer programme.

2. 資料之傳遞 Transfer of Data

一般而言，本寺不會向任何人士披露或傳遞閣下之資料。
Generally, volunteer information will not be disclosed to any other party.

3. 資料之存取 Access of Data

閣下有權要求存取及更正資料。閣下可以書面要求本寺停止使用閣下之資料。Volunteers have the right to request access to and correction of information about them held by the Monastery. Volunteers may request in writing to the Monastery to stop the use of their information.

申請人簽署 Signed by Applicant

日期 Date

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