



香港兔友協會 - 《兔協好幫手》義工申請表

Hong Kong Rabbit Society - HKRS Great Helper Application Form

[*必須填寫 / *Must fill in]

[只接受12歲或以上人士申請 Only for applicants aged 12 or above]

[12歲至16歲以下申請人需要由年滿18 歲的成人陪同參與義工服務]

Applicants who is aged 12 to under 16 should be accompanied by an adult who is at least 18 years old]

個人資料 Personal Information

* 姓名 Name: (中/Chinese) _____ * (英/English) _____

* 電郵 E-mail address: _____

* 性別 Gender: ☐ 男 M ☐ 女 F

* 聯絡電話 Contact no.: _____

* 年齡 Age:

* 工作狀況 Occupation: ☐ 學生/Student ☐ 在職/Working ☐ 其他/Others

☐ 16歲以下 aged below 16

☐ 16歲或以上 aged 16 and above

💡 * 申請成為義工的原因/期望 Reason and personal expectation for application:

有興趣參與之義務工作 / Type(s) of service you are interested in:

✓ (可選擇超過一項 / One or more options can be chosen)

義工種類 及 服務範圍
Service type and nature

服務時間
Service hours

☐ **清籠工作 Cage cleaning**
為中心的兔子清潔籠舍，需時約 2-3 小時

Assist in clean cages, the whole process should take approximately 2 to 3 hours.

星期一至六: 必需於 上午 10 時 30 分開始; 或
星期日及法定假日: 必需於 中午 12 時 30 分開始

Monday to Saturday: Start from 10:30 a.m. ; or
Sunday and Statutory Holiday: Start from 12:30 noon.

🎯 以下義工服務需要完成至少**12小時**「清籠工作」服務以觀察及了解申請人是否合適。Applicants are required to complete a minimum of least **12 hours** in cage cleaning session prior to participating in the tasks specified below.

☐ **常務義工 General helper**
主要是協助派糧、加草、加水等
Assist in distributing food, hay and water for the rabbits.

星期一至日: 晚上 6 時 30 分至晚上 8 時 30 分

Monday to Sunday: From 6 p.m. to 8:30 p.m.

🎯 以下義工服務需要完成至少**30小時**「清籠工作」服務以觀察及了解申請人是否合適。Applicants are required to complete a minimum of least **30 hours** in cage cleaning session prior to participating in the tasks specified below.

☐ **假日當值 Duties on holidays**
負責日常基本運作: 派糧、加草、加水、協助義工清籠、
餵藥、餵草粉、解答簡單問題、一般銷售等...

Assist in routine work, such as distributing food, hay, water and cage-cleaning. Also give medicine, answering enquiries, selling merchandise as well.

每個月其中 1 個星期日或法定假日 (按時間表)
中午 12 時至 7 時 30 分 (完成中心內工作為止)

Once every month on Sundays or
Statutory Holiday, as roster specifies.

From 12:00 noon to 7:30 p.m. (Until tasks completed)

你是否有任何心理障礙或身體殘疾以致未能參與某些工作 (例如: 心臟毛病、脊骨損傷、癲癇症、敏感等等) ? /
Are you suffering from any kind of psychological or physical problems (for example: heart disease, back injury, epilepsy, allergy) that should avoid you from participating in certain type(s) of volunteering work?

☐ 沒有/No ☐ 有/Yes, 請註明/Please specify:

☐ 本人如欲索取義工證明書 Request for the proof of voluntary services letter



注：由服務日開始計算，義工需在12個月內完成30小時的義工服務，方可向我們索取義工證明書。我們會給予義工一本小冊子以記錄義工服務時數，義工實際服務時數會以小冊子的記錄為準。我們收到義工的申請後，將在4個工作天內發出證明書正本（需於本中心索取）。請注意，證明書將以英文書寫並列明義工的姓名、服務日期、總服務時數及義工類別。此外，證明書上不會列出推薦人姓名，義工需要於證明書發出後30日內提取。

P.S. Starting from the service date, volunteers are required to complete 30 hours of volunteer service within 12 months in order to request a volunteer certificate from us. We will provide volunteers with a booklet to record their service hours and the actual service hours will be based on the records in this booklet. Upon receiving your request, we will issue the original certificate within four working days (to be collected at our center). Please note that the certificate will be written in English and will include the volunteer's name, service dates, total service hours, and type of volunteer work. Additionally, please be aware that no referees will be listed on the certificate. Applicant must collect the certificate within 30 days of its issuance.

收集個人資料聲明 / Personal Information Collection Statement

申請人提供的資料只供申請成為香港兔友協會義工作為日後聯絡及通訊之用，除獲本會授權的人員外，個人資料將會保密，不會供給第三者作為銷售、租用或作其他用途。/ Personal information collected from applicants is solely for applying as a HKRS volunteer and contacting purpose in the future. Personal information shall be used by persons authorized by HKRS only. HKRS shall keep all personal information confidential without selling, renting or providing to third parties for any other purposes.

申請人參與任何義務工作之前，請細閱及簽署以下注意事項，倘若申請人對事項內容有任何疑問，請向兔協的義工聯絡人查詢。**Before participating in any volunteering work, applicants must read the information below and sign on this form. If there is any inquiry, please contact the HKRS.**

- 1 作為義工，本人不為任何物質報酬而願意為協會提供服務。As a volunteer, I am willing to provide services to the HKRS without any expectation of material compensation.
- 2 本人明白參與所有活動均屬義務工作性質，並非康樂及娛樂活動。I understand that participation in all activities is of a voluntary nature and not categorized as recreational or entertainment activities
- 3 本人知悉並同意在義務工作期間不對協會內的兔子進行拍攝及錄影。I acknowledge and agree not to capture any photographs or video recordings of the rabbits within the HKRS during my volunteer service.
- 4 本人知悉若有下述情況，協會可按此須知不再安排義工服務予申請者，此等情況包括：多次缺席、遲到、未能配合本會指示、影響其他義工的行為。I am aware that HKRS may discontinue my volunteer service under the following circumstances: absence, tardiness, failure to comply with the HKRS's directives, or behavior that adversely affects fellow volunteers.
- 5 本人尊重協會的宗旨及工作方針，在服務期間所得悉有關個人及機構的資料，要絕對保密。I respect the mission and operational policies of the HKRS and I shall maintain absolute confidentiality regarding any personal and organizational information I may acquire during my service.
- 6 本人授權協會可使用任何和所有拍攝到本人的相片或錄影帶用於推廣協會服務，計劃或活動上。本人明白所有有關照片將會成為協會的資產，可能在未有通知或收取任何報酬下被使用。I hereby authorize HKRS to use any and all photographs or video recordings of me for the purpose of promoting the association's services, programs, or activities. I understand that all such materials will become the property of the HKRS and may be utilized without prior notification or compensation.
- 7 因本人有可能會接觸到動物，本人授權協會在萬一發生意外，受傷或發病時為本人尋求緊急治療。Given that I may interact with animals, I authorize the HKRS to seek emergency medical treatment on my behalf in the event of an accident and injury.

申請人聲明及簽署 Declaration and Signature of Applicant -

本人已詳細閱讀並清楚明白及同意上述重要事項，現簽署以茲證明。

I, the undersigned applicant, have already read, understood and agreed on the important information stated above carefully.

i) 申請人簽署 Signature of Applicant	日期 Date	如申請人未滿16歲，須家長 / 監護人同意及提供以下資料並簽署 If applicant is under the age of 16, please obtain consent from his/her parents or guardian and provide the information listed below:	
ii) 緊急聯絡人資料 Emergency contact person		家長或監護人簽署:	
姓名 Name	聯絡電話 Contact number	Signature of Applicant's parent or guardian	聯絡電話 Contact number
與申請人之關係 Relationship with applicant		與申請人之關係 Relationship with applicant	



填妥以上表格後，可將表格電郵至 hkrabbit_org@yahoo.com.hk 或親臨本會遞交，我們會按義工所能提供的服務分類在有需要時會主動聯絡你，多謝參與! Please fill in the form and submit it to hkrabbit_org@yahoo.com.hk or in person at our centre. When there are volunteer service opportunities suitable for you, we shall notify you when necessary. Thank you for your participation.