



Hong Kong Equestrian Federation 香港馬術總會

Office: HKJC Shatin Racecourse, 8/F Central Complex, Shatin, New Territories, Hong Kong

地址：香港沙田馬場綜合大樓八樓

Tel 電話: (852) 2966 5078 Fax 傳真: (852) 2966 5082 Website 網址: www.hkef.org Email 電郵: info@hkef.org

Volunteer Application Form 義工申請表格

Personal Information 個人資料

Chinese Name 中文姓名:				English Name 英文姓名:			
Address 住址:							
Daytime Phone No. 日間聯絡電話:				Mobile No. 手提電話:			
Sex 性別:	<input type="checkbox"/> Male 男	<input type="checkbox"/> Female 女	Occupation 職業:				
Email 電郵:						Age 年齡:	
HKID No. 身份證號碼:				District 居住地區:			
Education 學歷:	<input type="checkbox"/> Primary School 小學	<input type="checkbox"/> Secondary School 中學	<input type="checkbox"/> Tertiary Education 大學/專上學院				
Language skills 語言能力:	<input type="checkbox"/> Cantonese 廣東話	<input type="checkbox"/> English 英語	<input type="checkbox"/> Mandarin 普通話				
	<input type="checkbox"/> French 法文	<input type="checkbox"/> German 德文	<input type="checkbox"/> Other 其他 _____				

Volunteer Position 義工服務

Core area(s) that you are interested in: (Please ✓ in the boxes) 你有興趣參與的義務工作(可選多項)		
<input type="checkbox"/> Accreditation Office 證件辦公室	<input type="checkbox"/> Airport Pick Up 機場接送	<input type="checkbox"/> Guest / VIP Reception 嘉賓接待
<input type="checkbox"/> Information Counter 資訊中心	<input type="checkbox"/> Competition support 賽事支援	<input type="checkbox"/> Crowd Control 人群控制
<input type="checkbox"/> School visit guides 學校參觀嚮導	<input type="checkbox"/> Arena Set Up 比賽賽地支援	<input type="checkbox"/> Show Office 賽事辦公室
<input type="checkbox"/> Press Centre 傳媒中心	<input type="checkbox"/> Runner 場務助理	<input type="checkbox"/> Hospitality 款待
<input type="checkbox"/> Volunteer Leader 義工領袖	<input type="checkbox"/> Any job as allocated by the organizer 由主辦機構決定	

Riding Experience 騎馬經驗

Please state any previous riding experience 請陳述過去的騎馬經驗

Volunteer Experience 義工經驗

Were you a volunteer for the LHKM before? 過去曾否參與大師賽義工?

No 沒有 / Yes 有 servicing year 服務年份 _____

Please state your previous volunteer experience 請陳述過去的義工經驗：

How do you know about HKEF? (Please ✓ in the boxes) 從何處認識本會 (可選多項)			
<input type="checkbox"/> HKEF Programme 本會活動	<input type="checkbox"/> Schools/Seminars 學校/講座	<input type="checkbox"/> Equestrian competitions 馬術比賽	<input type="checkbox"/> Relatives/Colleagues/Schoolmates 親友/同事/同學
<input type="checkbox"/> Media 傳媒	<input type="checkbox"/> Internet 互聯網	<input type="checkbox"/> Other (Please Specify): 其他 (請列明):	

Emergency Contact (Optional) 緊急事故聯絡人 (選擇填寫)	
Name 姓名:	Relationship 關係:
Daytime Phone No. 日間聯絡電話:	Mobile No. 手提電話:

Hong Kong Equestrian Federation Personal Information Collection Statement (for volunteers) 香港馬術總會個人資料(私隱)使用守則(義工)

The Hong Kong Equestrian Federation (HKEF) undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data is accurately and securely kept. To safeguard the interests of our data subjects, HKEF collects personal data from you for the purposes of becoming a volunteer only and will only use your personal data for such purposes as well as for promotional purposes (as set out below).

香港馬術總會盡力遵守〈個人資料(私隱)條例〉(條例)中所列載的規定，確保儲存的個人資料準確無誤，及有妥善的儲存方法。為保障資料當事人的利益，本會只收集當事人提供的個人資料作義工服務用途，並只依照上述所說明的用途以及為推廣(見下文)使用該等資料。

HKEF may use your personal data (i.e. name, telephone number, email and mailing addresses) for the purposes of providing you with information regarding HKEF and our activities as well as for feedback collection. However, we will not use your personal data unless we have received your consent. Upon your request at any time and at no charge, we will cease to use your personal data for all the above purposes. For enquiries or to update your personal data, please contact us at 2966 5078.

香港馬術總會可能運用你的個人資料(包括你的姓名、電話、電郵及郵寄地址)，以便本會日後與你通訊、作活動/培訓課程邀請或收集意見的推廣用途。倘本會未得到你的同意之前，本會不可以使用你的個人資料作推廣之用途。你亦可以隨時要求本會停止使用你的個人資料作上述推廣之用途，費用全免。日後查閱或更新個人資料，請隨時致電 2966 5078。

We intend to use your name, telephone number, email and mailing addresses for the purposes of providing you with information regarding HKEF and our activities as well as for feedback collection but we cannot use your personal data without your consent.

本會擬使用你的姓名、電話、電郵及通訊地址作上述安排，但我們未得到你的同意之前，不會使用你的個人資料。

Please sign at the end of this statement to indicate your agreement to such use. Should you find our intention to use your personal data for the purposes of providing you with information regarding HKEF and our activities as well as for feedback collection not acceptable, please indicate your objection before signing by ticking the box below.

請在本文最後部份表示你同意如此使用你的個人資料，請於下方簽署。如你不同意上述安排，請在簽署前於下欄加上“✓”號表示。

☐ I object to the proposed use of my personal data for the above-mentioned promotional purposes.

本人不同意香港馬術總會使用我提供的個人資料作上述推廣之用途。

Signature 簽署: _____ Name 姓名: _____ Date 日期: _____

Please return your application form using one of the following methods:

請以下述其中一項方式寄回申請表：

By Post: 郵寄:	Hong Kong Equestrian Federation, 8/F, Central Complex, Shatin Racecourse, Shatin, Hong Kong 香港沙田馬場綜合大樓八樓香港馬術總會收		
By Email: 電郵:	volunteers@hkef.org	By Fax: 傳真:	(852) 2966 5082