



VOLUNTEER APPLICATION FORM

First name:	Surname:
Home address:	HK visa status: <small>NB. We can only accept volunteers who have the right to work in Hong Kong.</small>
Telephone no:	Email address:

What would you like to achieve through your voluntary work at HELP?

Which areas do you feel you would be able to add most value to HELP?

- | | |
|---|--|
| <input type="checkbox"/> Working with Clients
Accompanying clients
Letter and statement drafting | <input type="checkbox"/> PR/Communications

<input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Database Management/Updating | <input type="checkbox"/> Event organising |
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Helping at Events |
| <input type="checkbox"/> Translation, especially Tagalog, Bahasa Indonesia, Malagasy, Cantonese or Mandarin | <input type="checkbox"/> Office Administration |

Please list your relevant educational background, work and/or volunteering experience

If you have volunteering experience, please give details

Please describe any other relevant skills, including language skills

What days/hours are you available and for how long can you commit to volunteer with us?

NB. We look for volunteers who can commit to at least one regular day a week and for a period of at least 6 months.

REFERENCES

Our work at HELP often involves working with vulnerable adults and for this reason we require our volunteers to provide a reference from an appropriate person to illustrate their suitability to work with this group. Please provide the name address, contact number and position and/or relationship of at least one person who has managed or supervised your work with children, young people or vulnerable adults. HELP will contact them to request confirmation that they consider you a suitable person to work with vulnerable adults.

Reference name:	Capacity in which known/Relationship:
Company/Business Name:	Company/Business Address:
Telephone no:	Email address:

ACCOUNTABILITY AND REPRESENTATION

Whilst volunteering at HELP, you will be accountable to the full-time staff under the guidance of the Director of HELP and should seek advice from them prior to providing assistance to HELP clients. You should not present yourself as representing HELP outside of your volunteering duties unless authorised to do so by the Executive Director or a member of the Board.

PERSONAL DATA PRIVACY STATEMENT

HELP for Domestic Workers (HELP) may collect your name, address, phone number, email address and other personal data.

By giving us your personal information, you allow us to collect, keep and use your information in a number of ways which may include:

- Contacting you about HELP work schedules, events and other operational arrangements
- Providing your contact information to HELP staff and volunteers
- Adding your contact details to work group communication media (such as WhatsApp)

You agree that HELP may share your personal information with employees and volunteers of HELP and other service providers in order to assist with the work of HELP. All employees, volunteers and service providers will keep your information confidential, and will only use your information for reasons related to our work.

HELP will never sell or use your personal data for direct marketing.

Under the Personal Data (Privacy) Ordinance of Hong Kong, you have the right to request access to and correction of any personal data that you have given to HELP.

I AGREE:	
Signed: _____	Date:(DD/MM/YY/): ____/____/____