



SHAN YOU
VOLUNTEER
REGISTRATION FORM
 自愿工作者报名表

FOR OFFICIAL USE	
Application Received	
Database Updated Date	
Interview Date	
Orientation Date	
Confirmation Date	

Please attach
 passport sized
 photograph here

照片

I. Personal Particulars 个人资料	
Full Name / 姓名 Dr / Mr / Ms / Mdm:	
NRIC 身份证号码:	Nationality 国籍
Marital Status 婚姻现状 <input type="checkbox"/> Single 未婚 <input type="checkbox"/> Married 已婚 <input type="checkbox"/> Divorced 离婚 <input type="checkbox"/> Widowed 丧偶	Gender (性别) <input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女
Date of Birth DD / MM / YYYY 出生日期	Religion 宗教:
Home Address 住家地址 S()	
Contact No. 联络号码	Handphone 手机 Office 办公室
Home 住家 Fax 传真	
Email Address ¹ 电子邮件:	
Spoken Language and Dialects 能表达的语言与方言 <input type="checkbox"/> English 英语 <input type="checkbox"/> Mandarin 华语 <input type="checkbox"/> Hokkien 福建话 <input type="checkbox"/> Cantonese 广东话 <input type="checkbox"/> Malay 马来语 <input type="checkbox"/> Tamil 谈米尔语 <input type="checkbox"/> Teochew 潮州话 <input type="checkbox"/> Others 其他	
Source of Referral 如何得知善友的义工服务机会	
II. Emergency Contact Information 紧急事故联络人	
Name 姓名	Relationship 关系
Home 住家	Office 办公室 Handphone 手机
III. Education and Occupation 教育与职业	
Highest Education Level 最高教育程度	Occupation 职业
Place of work 工作地点 S()	
List the type of counselling related skills or basic helping course attend 请列出参加过的基本辅导技巧培训	
IV. Tell us more about yourself 自我介绍	
Briefly describe your interest in volunteering or your past volunteering experience in other agencies. 请叙述, 您的义工服务工作兴趣或其他的义工服务经验, 并注明是哪一个团体。	
Please state any special skills or hobbies, which you would want to see being put into your volunteering work if possible. 请注明在您的义工服务工作上, 所能提供的特别技能或服务。	
How do you want to volunteer / contribute with our Centre?	

¹ It is strongly recommended that you have an email address, as all our activities are broadcast to volunteers via email

V. Please tick the volunteering scope, you would like to help 请选择您的义工服务项目	
<p>Befriending Services 《好朋友》服务</p> <p><input type="checkbox"/> Befriending & Mentoring 陪伴与教导</p> <p>Food Ration 粮食分派</p> <p><input type="checkbox"/> Food Ration Sorting 分类</p> <p><input type="checkbox"/> Food Ration Packing 包装</p> <p><input type="checkbox"/> Food Ration Coordinating 协调</p> <p><input type="checkbox"/> Food Ration Delivery 载送</p> <p>Social Service & Fundraising Events 社会援助</p> <p><input type="checkbox"/> Logistic Support 后勤支援</p> <p><input type="checkbox"/> Planning Committee 策划编排</p> <p><input type="checkbox"/> Publicity 宣传</p> <p>Helpline Service 圆援助线</p> <p><input type="checkbox"/> Phone counselling and Buddhist Support 电话辅导与佛教支援服务</p>	<p>Case Assessment 个案审查</p> <p><input type="checkbox"/> Case Review and Home Visit 个案评估与家庭访问</p> <p>Social Service Support 社会援助</p> <p><input type="checkbox"/> Medical Escort 看病护送</p> <p><input type="checkbox"/> Home Maintenance 家居维修</p> <p><input type="checkbox"/> Hair Cut 修发</p> <p><input type="checkbox"/> Massage & Foot Reflex 脚底按摩</p> <p>Admin Support 行政事务</p> <p><input type="checkbox"/> Reception 柜台服务</p> <p><input type="checkbox"/> Clerical work 文书工作</p> <p><input type="checkbox"/> IT 电脑</p>
VI. Volunteer Agreement	
<p>As along as I am a registered volunteer of Shan You Counselling Centre (SYCC), I agree:</p> <ol style="list-style-type: none"> To respect the organization's values and principles and carry out my duties and conduct myself in accordance to the organization's rules and procedures. To perform my volunteering role to the best of my ability and act within the limits of any authority given to me. To provide referees where necessary, as agreed, who may be contacted, and to agree to a police check being carried out where necessary. To establish an understanding with the SYCC or Volunteer Coordinator (VC) with regards to the type of activities which one is contributing and details of schedule which includes day, time and frequency. To meet the commitments and standards agreed, except in special circumstances. Any proposed change, postponement or cancellation in previously agreed agreements has to be informed to SYCC or VC with at least 1 week's notice, or earliest possible date. To maintain the integrity and confidential of SYCC's client and data and not to provide any information pertaining to the SYCC's clients to any 3rd party, without consent from SYCC and clients. To uphold the centre's image of providing quality care and support to the clients by contributing wholesome activities with proper ethics and behaviour. To release SYCC from claims of work done or expenses incurred by my own discretion knowing that is a non-profit organization, it is not a policy for the organization to pay for work or expense incurred. To allow SYCC to reserves the right to terminate any activity or service prematurely, if deemed unsuitable or appropriate for the centre or clients or volunteers. To release and not hold SYCC's Management and staff liable for any injuries or loss of property incurred as a result of my participation in any activities by SYCC and its affiliates. 	
VII. Declaration	
<ol style="list-style-type: none"> I declare that I am physically and mentally fit to carry out volunteering activities competently and safely. I declare that I have not been convicted in the court of law in any countries. I am aware the above VI. Volunteer Agreement, contains a limitation on Shan You Counselling Centre liability and a release of claims. I have read and understand the content of the Volunteer Agreement and sign it knowingly and voluntarily. <p>I, _____, certify that the above information is true and correct and authorize Shan You Counselling Centre to verify all the information provided.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature / Date</p>	