



## Guide for Online Volunteer Application Form

### 網上義工申請表使用指南

1. Please find the online Volunteer Application Form on the Yee Hong website.

瀏覽頤康義工網站並進入以下網上義工申請表。

<https://volunteer.yeehong.com/volunteer-application-form/>

2. Fill in information as requested. Fields with red asterisk “\*” are required.

依照指示填寫資料。紅色星 “\*” 為必須填寫項目。

### 義工申請表

#### Basic Information

##### 基本資料

First Name 名 \*

Chinese Name 中文姓名

Last Name 姓 \*

Age > 18? 十八歲以上? \*

Yes 是  No 否

Gender 性別

Year of Birth 出生年份 \*

#### Home Address

##### 住址

Street 街名 \*

Province 省 \*

3. Please use your own email address for contact information. **This system does not allow two or more users sharing one email address.** If an applicant doesn't have their own email address, we suggest them to download and complete the application form on our [website](#), and email or mail it to us instead (addresses are available in the “Contact Us” section on the webpage).

請注意，你必須填寫個人電郵地址為聯絡方式，此系統不接受共用或重複電郵地址。若申請者無電郵地址，或與其他義工共用一個電郵地址，建議下載並填寫我們[網頁](#)上的申請表格，電郵或郵寄至頤康義工發展部（地址可見網頁『聯絡我們』部分）。



4. If there is any error, **red messages** will appear to guide you through.

若填寫有誤，系統將以**紅色指示**，提示閣下重新填寫。

A volunteer with this email already exists. Please use a different email. 此電郵地址已有義工使用，請使用其他電郵地址。

5. Press the “Next 下一頁” button at the bottom of each page to continue.

在每頁的底部按 “Next 下一頁” 按鈕，可以跳到下一頁繼續填寫。

#### Contact Information

##### 聯絡方式

Mobile 手提

(123)455-6667

Residence 住宅

(123)455-6667

Office 公司

E-mail 電子郵件 \*

:arenw@gmail.com

Use your own E-mail, no email sharing

I agree and consent to Yee Hong contacting me through e-mail on information related to Yee Hong until further notice from me.  
本人同意並授權頤康中心以電郵方式聯絡本人，傳遞有關頤康之資訊，直至另行通知為止。 \*

This value is required.

Next 下一頁 >

6. At the end, please click the checkbox to confirm that you have read, understand, and agree to the Confidentiality Agreement. If you like, you could also download a copy of the Confidentiality Agreement.

最後，細閱並確認明白及同意頤康中心保密協議書的所有內容。你亦可以下載一份保密協議書的副本。

7. Press the “Submit Application 提交申請” button to complete the process, and one of our volunteer coordinators will be in touch with you soon.

按 “Submit Application 提交申請” 鍵以完成申請程序，我們的義工統籌員將儘快與你聯絡。



**Confidentiality Agreement**

**頤康中心保密協議書**

( 本文件內容以英文原文為準，中文譯本只供參考之用。 )

1. During my association with the Yee Hong Centre For Geriatric Care (The Centre), I will have access to information and material relating to clients, employees, Board of Directors, volunteers, other individuals, or the organization, which is of a private and confidential nature.  
在本人與頤康中心（中心）往還期間，本人將會接觸到與接受服務人士、職員、董事局、義工、其他有關人事，又或頤康機構本身有關的個人和機密資料。
2. At all times, I shall respect and protect the privacy of clients, employees, Board of Directors, volunteers and all associated individuals.  
無論何時，本人都會尊重和保護接受服務人士、職員、董事局、義工及所有有關人士的個人私隱。
3. I shall treat all The Centre records as confidential information, and I will protect them to ensure full confidentiality. Confidential information for the purpose of this Agreement include: client information, staff or volunteer information or financial or other information transmitted via computer, telephone or face to face conversation, email, paper, facsimile, modem, or overhead or received inadvertently.  
本人會將所有中心的記錄當作機密資料處理，予以保密。本協議書所提及的保密資料包括接受服務人士、員工或義工的個人資料，或中心的財務或其他資料，不論這些資料是透過電腦、電話、面談、電子郵件、文件、傳真、數據機、投影機或無意中獲得的。
4. I shall not read records or discuss, divulge, or disclose such information about The Centre, unless there is a legitimate purpose related to my association with The Centre.  
除非是關係到本人與頤康中心往還所需，本人將不會閱讀或討論、洩露或披露任何中心的資料。
5. I shall ensure that private and confidential information is not inappropriately accessed, used or disclosed either directly by me or by virtue of my password or security access to premises or systems.  
本人保證本人不會或讓其他人士憑借本人的密碼或保安渠道進入中心內或其資料庫中不當地獲取、使用或公開中心的私人或機密資料。
6. I understand that violations to privacy and confidentiality may include but are not limited to:  
本人明白到侵犯私隱和違反保密可包括但並不局限於下列情況:

I confirm that I have read, understand and agree to the terms of the Confidentiality Agreement.  
本人確認已閱讀、明白並同意此保密協議書的各項條款。

To save a copy of the above Confidentiality Agreement for reference, [please click here to download.](#)

若想保存上述保密協議的副本，[請點擊此處下載](#)

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[Submit Application 提交申請](#)

8. When you see the following page, your online application has been submitted successfully.

當你見到以下頁面，你的網上申請已成功提交。



## Yee Hong Volunteer Portal 頤康義工網頁

- Update Volunteer Profile  
更新義工資料
- Submit Hours  
提交義工時數
- Upload TB Test Result  
提交肺病測試結果
- Upload Vulnerable Sector Check  
提交犯案紀錄審查結果
- Volunteer Log In  
義工登入

Thank you for submitting  
your volunteer application  
to Yee Hong!  
感謝您向頤康提交義工申請！