



Volunteer Worker Registration & Declaration Form

1. Personal Details

Full Name: _____

Sex: _____ HKID/Passport No.*: _____ Nationality: _____

Address: _____

Mobile: _____ Home Tel.: _____ Email: _____

Person to Notify in Emergency: _____

Contact Number of the person in Emergency: _____

****Please provide HKID copy or passport copy with relevant visa to demonstrate you can legally work for ESF/ESL in Hong Kong***

2. Lessons Details

Period: From _____ / _____ / _____ to _____ / _____ / _____

Class Details: _____

Details of voluntary work

Name of School teacher or support staff who will supervise my work: _____

3. Declaration on Criminal Record and Working with Children

Have you ever had criminal conviction/s either in or outside HKSAR? Yes No

If yes, please provide details, including jurisdiction:

Is there any reason why you should not be working with children? Yes No

***If yes, please specify:

Are you covered by your own public liability insurance over the period? Yes No

Confidentiality clause:

At all times, whether during or subsequent to the volunteer service, I will treat all privileged information gathered from Renaissance College and/or its clients on a strictly confidential basis. I will not either verbally, electronically or in writing:

- (a) divulge or communicate any confidential information relating to Renaissance College to any person, company, business entity or other organisation;
- (b) use any confidential information relating to Renaissance College for my own purposes or for any purposes other than those of Renaissance College; or
- (c) through any failure to exercise due care and diligence, cause any unauthorised disclosure of any confidential information relating to Renaissance College.

The term “confidential information”, regardless of the medium in which it is contained, shall mean business, financial information, results and forecasts (save to the extent that these are included in published audited accounts), any proposals relating to transactions of Renaissance College, any proposed expansion or contraction of activities, details of staff members, contractors, and officers and of the remuneration and other benefits paid to them, personal information about students or families and any information which the volunteer is told is confidential and any information which has been given to Renaissance College in confidence by students, parents, suppliers or customers or other persons.

All notes, memoranda, records, test and examination results, price or cost information, lists of students, suppliers or customers, and staff members, correspondence, documents, computer, peripheral device, and other discs and tapes, data listings, codes and other documents and material whatsoever (whether made or created by the volunteer or otherwise) relating to the business and affairs of Renaissance College (and any copies of the same):

- (a) shall be and remain the property of Renaissance College; and
- (b) shall be handed over to Renaissance College, or irrevocably deleted from any computer and/or word processing system in the Volunteer’s possession or under the Volunteer’s control, on demand and in any event on the termination of this volunteer service.

Renaissance College reserves all rights against the Volunteer (including but not limited to commencing any legal action against the Volunteer) if the Volunteer is found to be in breach of any obligations under this clause.

I confirm that all information provided is true, complete and accurate. I agree with the confidentiality clause above:

Sign: _____
Applicant

Date: _____

Approved by:

Sign: _____
The Business Manager

Date: _____

The information submitted on this form is being collected in accordance with the ESF Personal Data Handling Policy and its related personal Information Collection Statements (“PICS”). A copy of the PICS can be found on the ESF website (<http://www.esf.edu.hk>) by clicking on the “About ESF” tab.