

Ocean Park Corporation Registration of Volunteer

1. Personal Particulars			
Name:		Sex:	
Date of Birth:		Passport / HKID No.:	
Home Address:			
Mobile Phone:		Email Address:	
Document to be provided:			
1. Holder of permanent residency of Hong Kong: <input type="checkbox"/> Yes (Please provide HKID card copy*) <div style="text-align: right; margin-left: 150px;"><input type="checkbox"/> No (Please provide valid work permitcopy*)</div>			
Emergency Contact			
Name:		Relationship:	
Mobile Phone:		Home/Office Phone:	

DECLARATION

1. I hereby agree to work in Ocean Park as a volunteer for a specific period without remuneration.
2. I shall be responsible for my own safety while working as a volunteer in Ocean Park. I shall not engage in any kind of activities which may cause injury to myself and/or to other people. If I am concerned about the safety of any work assigned to me, or notice any unsafe working condition, I shall inform my manager immediately.
3. I shall not touch or handle any Park animal and/or enter any animal area without proper permission
4. During or after my tenure in Ocean Park, I shall not, without prior permission or proper authority, give or release undisclosed or privileged information of the Park to anyone outside the Park, especially information pertaining to animal procedures and activities should be held in strictest confidence.
5. I do not have personal or business interests that are in conflict with my work in Ocean Park. I shall inform my manager if such a conflict developed during my volunteering period.

Signature
Name:

Date

*Not required for existing Ocean Park staff

For Office Use

For completion by Department

Division: _____	Department / Section: _____
Duties: _____	
Volunteer Nature: <input type="checkbox"/> Park Conservation / Education Support <input type="checkbox"/> Park Zoological / Animal Support <input type="checkbox"/> Internship / College Support <input type="checkbox"/> Government / Community / Charity Support <input type="checkbox"/> Others	
Working Period*: _____	Daily Working Hours _____
Registered by: _____	Approved by: _____
Section/Department Head	Division Head
Name & Title: Josephine Wong (Deputy Director)	Name & Title: Howard Chuk (Foundation Director)
Date: _____	Date: _____

For completion by Human Resources

Approved by: _____	Confirmed start date*: _____
Human Resources Division	
Date: _____	

(*commencement of work must follow approval by Human Resources)
c.c. Corporate Services Department

Volunteer history

Period	Name of organization	Responsibility

Interests (Please indicate your interest and you may choose more than one area)

- Office Clerical Work Photography / Filmmaking Volunteer coordination Event assistance
 Writing / Translation Fundraising Tour Guide / Narration Handicraft making
 Website / Graphic design Outdoor activities Field conservation project Event MC
 Others: _____

Skills (Please indicate your skills and you may choose more than one area)

- Website design / Programming Filmmaking Wildlife photography Graphic design Diving
 Eco-tour guide IT skills: _____ Foreign language: _____ Event MC
 Chinese / English translation Field ecological survey Outdoor activities
 Office Administration Office Clerical Work Fundraising Event planning / organizing
 Social media / Online promotional campaign Others: _____

Availability (Please place an ✓ if applicable, you may choose more than one)

- Day(s): Weekdays (Mon to Fri) Weekends (Sat, Sun and Public Holidays)

How did you learn about this volunteer programme? (Please place an ✓ if applicable)

- Friends Public event Advertising Website School Others: _____

Personal Information Collection Statement

I/We have also read the Personal Information Collection Statement (attached below) of Ocean Park Conservation Foundation, Hong Kong ("OPCFHK"), including the information about the use of my/our personal data in direct marketing. I/We understand that I/we have the right to opt-out from such direct marketing by ticking (✓) the box below. If I/we do not tick the box, OPCFHK may use my/our personal data (primarily my/our name and contact details) in direct marketing products, services, activities and other subjects to me/us (primarily consumer products and services offered by OPCFHK or its business associations or partners) as more particularly set out in the Personal Information Collection Statement. Visit our website for the Personal Information Collection Statement: <http://www.opcf.org.hk/en/footer/personal-information-collection>

- Please do NOT send direct marketing information to me/us.

Declaration:

I hereby confirm that I am a Hong Kong Identity Card holder and understand the purpose and the use of my personal data from the above Personal Information Collection Statement. In signing and submitting this form, I agree OPCFHK may collect the personal data it contains and use that data for volunteer recruitment and volunteer management purposes.

*Signature: _____ *Date: _____