



# Jockey Club Sarah Roe School

## 賽馬會善樂學校

### Volunteer Worker / Intern Registration & Declaration Form

*\*This form should be completed by volunteers/interns and visitors who will have unsupervised contact with students.*

#### 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 to demonstrate you can legally work for ESF/ESL in Hong Kong*

#### 2. Voluntary/Intern Work Details

Period: From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Class Attending (if applicable): \_\_\_\_\_

Details of voluntary/intern work

Name of School teacher/Therapist/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/intern placement, I will treat all privileged information gathered from Jockey Club Sarah Roe School/English Schools Foundation (ESF)/ESF Educational Services Ltd. (ESL) 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 Jockey Club Sarah Roe School/ESF/ESL to any person, company, business entity or other organisation;
- (b) use any confidential information relating to Jockey Club Sarah Roe School/ESF/ESL for my own purposes or for any purposes other than those of Jockey Club Sarah Roe School/ESF/ESL; or
- (c) through any failure to exercise due care and diligence, cause any unauthorised disclosure of any confidential information relating to Jockey Club Sarah Roe School/ESF/ESL.

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 Jockey Club Sarah Roe School/ESF/ESL, 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 Jockey Club Sarah Roe School/ESF/ESL 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 Jockey Club Sarah Roe School/ESF/ESL (and any copies of the same):

- (a) shall be and remain the property of Jockey Club Sarah Roe School/ESF/ESL; and
- (b) shall be handed over to Jockey Club Sarah Roe School/ESF/ESL, 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.

Jockey Club Sarah Roe School/ESF/ESL reserves all rights against the Volunteer/Intern (including but not limited to commencing any legal action against the Volunteer/Intern) if the Volunteer/Intern 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: \_\_\_\_\_ Date: \_\_\_\_\_  
*Applicant*

Counter-sign: \_\_\_\_\_ Date: \_\_\_\_\_  
*Parent/Guardian (for volunteer under the age of 18)*

\*\*\*\*\*

Approved by:

Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
*Principal/Vice Principal*

*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.*