**“EXTRA MILE” THE PIONEER PROGRAMME
CLIENT REGISTRATION FORM**

**For Agency Use Only**

|  |  |  |
| --- | --- | --- |
| Client CODE: | date: | Staff Name (With SignATURE): |

**section a – PERSONAL BACKGROUND**

**Personal Particulars**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | *(Surname)* *(Given name)* | Sex: |  Male / Female |
| Name in Chinese *(if any)*: |  | HKID card number: |  ( ) |
| Date of birth: |  **/ /**  | Year(s) of residing in HK: |  | Nationality: |  |
| Marital Status\*: | 🞏 Single | 🞏 Married | 🞏 Separated | 🞏 Divorced | 🞏 Widowed | Religion: |  |
| Phone: *(Home)* |  | *(Mobile)* |  | Email: |  |
| Address: |  |
|  |  |

**Language Skills** *(For other languages, please specify)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***English*** | ***Cantonese*** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **E = Excellent** |
| **Spoken** | 🞏\_\_\_\_\_\_\_ | 🞏\_\_\_\_\_\_\_ | 🞏\_\_\_\_\_\_\_ | 🞏\_\_\_\_\_\_\_ | **G = Good** |
| **Reading** | 🞏\_\_\_\_\_\_\_ | 🞏\_\_\_\_\_\_\_ | 🞏\_\_\_\_\_\_\_ | 🞏\_\_\_\_\_\_\_ | **F = Fair** |
| **Writing** | 🞏\_\_\_\_\_\_\_ | 🞏\_\_\_\_\_\_\_ | 🞏\_\_\_\_\_\_\_ | 🞏\_\_\_\_\_\_\_ | **P = Poor** |

**Education**

|  |  |  |
| --- | --- | --- |
| **Name of Institute** | **Level Attained***(e.g. Secondary 6, Bachelor)* | **Date** *(Month/Year)* |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** | **Position** | **Nature of Work** | **Date** *(Month/Year)* |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*(Please* ☑ *the appropriate box accordingly\*)*

**Other Qualification & Trainings**

|  |  |  |
| --- | --- | --- |
| **Name of Institute/****Issuing Authority** | **Name of the Program/Qualifications** | **Date** *(Month/Year)* |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Volunteer Experience**

|  |
| --- |
|  |
|  |
|  |

**Skills and Interests\***

|  |  |  |  |
| --- | --- | --- | --- |
| 🞏 Microsoft Office  | 🞏 Photo editing software | 🞏 Other computer skills: |  |
| 🞏 Sports: |  | 🞏 Arts: |  | 🞏 Other skills/interests: |  |

**section B – JOB ACCOMODATION (Staff use only)**

**Personality** *(Please circle. Scale: Disagree ← 1 2 3 4 5 → Agree)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Adaptable | 1 2 3 4 5 | Decisive  | 1 2 3 4 5 | Persistent | 1 2 3 4 5 |
| Ambitious  | 1 2 3 4 5 | Enthusiastic  | 1 2 3 4 5 | Proactive | 1 2 3 4 5 |
| Creative  | 1 2 3 4 5 | Independent | 1 2 3 4 5 | Team player | 1 2 3 4 5 |
| Confident  | 1 2 3 4 5 | Outgoing | 1 2 3 4 5 | Tolerant | 1 2 3 4 5 |

**Request for Job Nature / Type** *(Please* ☑ *to indicate your preference to work full time or part time)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Job Nature** | **Full-time** | **Part-time** | **No.** | **Job Nature** | **Full-time** | **Part-time** |
| **1** |  |  |  | **4** |  |  |  |
| **2** |  |  |  | **5** |  |  |  |
| **3** |  |  |  | **6** |  |  |  |

**Further training preferences\***

|  |  |  |
| --- | --- | --- |
| 🞏 Vocational Chinese  | 🞏 Customer service skills | 🞏 Leadership skills |
| 🞏 Public speaking | 🞏 Cultural immersion | 🞏 Others: |  |

**Adjustment to be provided\***

|  |  |
| --- | --- |
| 🞏 Conducting interview in English  | 🞏 Religious dress code |
| 🞏 Flexible working hours | 🞏 Home based work |
| 🞏 Space for prayer | 🞏 English/bilingual notices in workplace |
| 🞏 Others, please specify:  |  |

*(Please* ☑ *the appropriate box accordingly\**

**OBTAINING PERSONAL DATA FOR SERVICE PROMOTION
BASED ON PERSONAL DATA (PRIVACY) ORDINANCE**

**letter of no objection**

HKSKH Lady MacLehose Centre (the “Centre”) will use the personal data, including name, telephone number, address, e-mail address (if provided) and facsimile number (if provided), you provided for promoting you with the Centre’s service, communication, donation, volunteer recruitment, receipt issuance and opinion collection.

The above personal information you provided will be strictly kept confidential according to the Centre’s regulations. The information will not be sold, leased and transferred to any individual or party in any format. You also have the right to cease the Centre to use your personal data and 10 working days are needed for the whole procedure. During the period, you may still have opportunity to receive the Centre’s information in written or any other formats.

If you have no objection, please put a tick ☑ in the box below with your name, signature and date. Then, please submit this Letter of No Objection by using one of the following methods:

* Mail or in person: G/F Information Counter, 22 Wo Yi Hop Road, Kwai Chung, N.T.
* Facsimile: 2481 5671
* E-mail: enquiry@skhmaclehose.org.hk

Should you have any enquiry, please feel free to contact the Centre at 2423 5265.

|  |  |  |
| --- | --- | --- |
| 🞏🞏🞏 | I have no objection to HKSKH Lady MacLehose Centre for using my personal data, including name, telephone number, address, e-mail address (if provided) and facsimile number (if provided), for promoting me with the Centre’s service, communication, donation, volunteer recruitment, receipt issuance and opinion collection.I fully understand and agree to accept that I may be photographed, videotaped and/or interviewed by HKSKH Lady MacLehose Centre and its partners in any events of the course/ activity.  HKSKH Lady MacLehose Centre and its partners are entitled to use such photo(s), image(s), video(s), interview content for purposes including but not limited to publication, exhibition, broadcast, publicity, education, public relations, promotion, and online publishing, without making HKSKH Lady MacLehose Centre and its partners liable for compensation of any kind.I agree to participate in any publicity event in connection with the course/ activity as required and to the use of my name and likeness for the purpose of promotion and publicity. |  |
| Name:  |  |  | Signature:  |  |  |
|  |  | Date: |  |  |
|  |  |  |  |