

香港旅遊發展局「旅遊義工」計劃 - 申請表格  
Hong Kong Tourism Board "Hong Kong Pals" Volunteer Programme - Application Form

此表格適用於申請香港旅遊發展局（旅發局）的「旅遊義工」計劃。

This form is used for applying for the Hong Kong Tourism Board (HKTB) "Hong Kong Pals" Volunteer Programme.

**申請人資料 Particulars of Applicant: (\* 必須填寫 These fields must be completed)**

\*中文姓名 Chinese Name: \_\_\_\_\_ (請按香港身份證上所示填寫 Please indicate as printed on HKID Card)

\*英文姓氏 English Surname: \_\_\_\_\_ \*名 English First Name: \_\_\_\_\_ (請以正楷填寫 Please complete in BLOCK letters)

\*性別 Gender: 男 M / 女 F \*香港身份證號碼(頭4個數字) HKID Card No.(First 4 digit): \_\_\_\_\_

\*出生日期 Date of Birth: \_\_\_\_\_ (日DD) \_\_\_\_\_ (月MM) \_\_\_\_\_ (年YYYY) \*年齡 Age: \_\_\_\_\_

\*聯絡電話 Tel No.: (手提電話 Mobile) \_\_\_\_\_ \*電郵 E-mail: \_\_\_\_\_

\*教育程度 Education:  大專/大學 Tertiary Education  預科 Matriculated  中五 Form 5  
 其他 Others: \_\_\_\_\_

\*工作狀況 Work Status:  全職 Full-time Work (現職 Job Title \_\_\_\_\_)  
 兼職 Part-time Work (現職 Job Title \_\_\_\_\_)  
 退休 Retired (曾任職 Previous Job Title \_\_\_\_\_)  
 主婦 Housewife  學生 Student  其他 Others: \_\_\_\_\_

\*能操流利語言/方言 Language(s)/Dialect(s) Spoken:  廣東話 Cantonese  普通話 Mandarin  
 英語 English  其他 Others: \_\_\_\_\_

**興趣及知識 Special Interests/Knowledge: (可選多項 You may choose more than 1 item)**

本地文化 Local Culture  歷史傳統 History & Heritage  購物及飲食 Shopping & Dining  
 建築及景點 Architecture & Attractions  綠色旅遊 Eco-tourism  文娛藝術 Arts & Performance  
 其他 Others: \_\_\_\_\_

是否持有以上項目的相關證書或經驗? Do you hold a certificate(s) or experience for the above item(s)?  是 Yes  否 No

若有, 請列明 If yes, please specify:

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\*請說明你適合當「旅遊義工」的原因。 Please explain why you are competent to be a "Hong Kong Pal".

(請以英文填寫 Please answer in English)

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※注意：入選的義工必須接受由旅發局於2024年8月至10月所安排的培訓課程，其後於尖沙咀、香港國際機場、啟德郵輪碼頭、海運碼頭、香港西九龍站及港珠澳大橋的旅客諮詢中心，以及旅發局舉辦的大型活動為旅客服務，解答在港旅客的觀光查詢及分享旅遊心得。義工必須於任期一年內(2024年11月至2025年10月)完成不少於10節(即30小時)的服務。義務工作時間一般安排於星期一至日上午9時至晚上6時期間，每節工作時段為3小時。確實的服務時間將根據每月更表安排而定。

※ Remarks: Shortlisted volunteers are required to attend training sessions organised by the HKTB between August and October 2024. Volunteers will be assigned to work at Tsim Sha Tsui, Hong Kong International Airport, Kai Tak Cruise Terminal, Ocean Terminal, Hong Kong West Kowloon Station and Hong Kong - Zhuhai - Macau Bridge Visitor Centres. They will also assist in HKTB mega events to handle visitors' enquiries as well as offering the latest sightseeing recommendations. Each volunteer will need to work for no less than 10 sessions (30 hours) during the appointment period (from November 2024 to October 2025). Each duty session lasts for 3 hours, usually between 9am and 6pm from Monday to Sunday. The exact duty hours will be confirmed each month according to the roster.

服務時間如下 Service Time Below: (每節義務工作時段大約為3小時 Each duty session lasts about 3 hours.)

星期一至五 Monday to Friday (09:00 - 12:00 / 12:00 - 15:00 / 15:00 - 18:00)

星期六日及公眾假期 Saturday, Sunday & Public Holidays (09:00 - 12:00 / 12:00 - 15:00 / 15:00 - 18:00)

※確實的服務時間將根據每月更表安排而定。 The exact duty hours will be confirmed each month according to the roster.

經篩選的申請人將獲邀參加面試，首輪面試將於2024年6月8日至6月10日舉行。

Selected candidate will be invited to join the first interview on 8 to 10 June, 2024

\*請選擇可面試日期 (可選多項) Please indicate the available interview date(s):

- 6月8日 (星期六) 8 June (Saturday)  
 6月9日 (星期日) 9 June (Sunday)  
 6月10日 (星期一) (視乎需要而定) 10 June (Monday) (Depends on the needs)  
 以上三日皆可 (Any of the above three days)

※面試日期及時間以旅發局的最終安排為準。 The exact interview date and time is subject to the final arrangement of the Hong Kong Tourism Board.

\*您曾否參加「旅遊義工」計劃面試? Have you ever joined the "Hong Kong Pals" interview in the past?

- 是 Yes  
 否 No

\*您從以下哪個途徑得知「旅遊義工」計劃招募事宜? (可選多項) From which channel(s) did you learn about the "Hong Kong Pals" Volunteer Programme?

- 報章 Newspaper  電台 Radio  電視新聞節目 TV News  朋友推薦 Recommended by friends  
 旅發局網站 Hong Kong Tourism Board Website  「旅遊義工」計劃臉書 "Hong Kong Pals" Volunteer Programme Facebook  
 義工招聘網站 Volunteer Recruitment Website  學院講座 School Roadshow  其他 Others: \_\_\_\_\_

## 收集個人資料聲明

香港旅遊發展局(「旅發局」)尊重所有人士的個人資料私隱。旅發局致力確保「旅遊義工」計劃收集的所有個人資料均會按照《個人資料(私隱)條例》(第486章)(「《私隱條例》」)的相關條文處理。向旅發局提供個人資料屬自願性質。然而，如閣下未能向旅發局提供所需的個人資料，旅發局將無法處理有關申請。

旅發局只會收集及使用閣下的個人資料用作與申請「旅遊義工」計劃有關的所有用途。旅發局亦會在整個活動期間拍攝相片及錄影，作旅發局非商業推廣、營銷及宣傳之用。

旅發局會妥善保管閣下的個人資料。只有授權人員才能查閱和處理閣下的個人資料。

旅發局可能會將閣下的個人資料轉移予第三方，包括旅發局聘用的顧問、代理、承辦商、分包商、資料處理商、業務夥伴及/或第三方服務供應商。

旅發局會在法律要求的範圍內披露閣下的個人資料。旅發局亦可能因應執法機構或監管機構的要求而披露閣下的個人資料。

旅發局會根據現行的資訊安全要求，安全穩妥地儲存閣下的個人資料。我們將採取適當之科技化且有組織的措施來保障個人資料免遭未經授權或意外的查閱、處理、刪除、丟失或使用。

所有收集的資料將於「旅遊義工」計劃招募活動結束後的6個月內銷毀。

旅發局會保留閣下的個人資料6個月，並在「旅遊義工」計劃招募活動結束後的6個月內銷毀閣下的個人資料。

閣下可查閱及/或更正於旅發局紀錄的個人資料。閣下可透過 [info@discoverhongkong.com](mailto:info@discoverhongkong.com) 聯絡旅發局個人資料私隱部門。在《私隱條例》允許的情況下，旅發局可能會就處理閣下的查閱個人資料要求收取費用。

## **Personal Information Collection Statement**

Hong Kong Tourism Board (“HKTB”) respects the personal data privacy of all individuals. HKTB is committed to ensuring that all personal data collected through the “Hong Kong Pals” Volunteer Programme application are handled according to the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486) (“PDPO”). Providing personal data to HKTB is voluntary. However, if you do not provide HKTB with the required personal data, HKTB will be unable to process the application.

HKTB will collect and use your personal data for the application of “Hong Kong Pals” Volunteer Programme.

HKTB will keep your personal data confidential. Only authorised personnel will have access to and handle your personal data.

HKTB may transfer your personal data to third parties, including advisers, agents, contractors, sub-contractors, data processors, business partners and/or third-party service providers in processing the application. When third parties handle personal data, they will be subject to relevant contractual and/or regulatory requirements regarding disclosure of personal data.

HKTB will disclose your personal data when required to do so by law. HKTB may also disclose your personal data in response to requests from law enforcement agencies or regulatory authorities.

HKTB will securely store your personal data according to prevailing information security practices. Appropriate technical and organisational measures will be in place to protect the personal data against unauthorised or accidental access, processing, erasure, loss or use.

HKTB will destroy your personal data within 6 months after the completion of “Hong Kong Pals” Volunteer Programme recruitment.

You may access and/or correct your personal data in the records of HKTB. You may contact the HKTB at [info@discoverhongkong.com](mailto:info@discoverhongkong.com). As permitted by PDPO, HKTB may impose a fee for processing your data access request.

- \*我確認已閱讀及理解以上收集個人資料聲明的內容，及同意香港旅遊發展局按當中的條款儲存、處理及使用我的個人資料。  
I have read the above Personal Information Collection Statement and understand its contents. I agree that HKTB can handle and use my personal data for the purpose(s) set out above.

申請人簽署：  
Applicant's Signature: \_\_\_\_\_

日期：  
Date: \_\_\_\_\_

※香港旅遊發展局保留是否接納申請的決定權。 All applications are subject to the final approval of the Hong Kong Tourism Board.

## **申請方法 Method of Application**

請填妥表格後於2024年5月31日或之前以下列任何一種方式遞交到香港旅遊發展局：  
The duly completed Application Form must be submitted to the Hong Kong Tourism Board by one of the following methods on or before 31 May, 2024:

- 1) 電郵 E-mail: [hongkongpals@hktb.com](mailto:hongkongpals@hktb.com)
- 2) 郵寄 (以郵戳日期為準) By Post (Postmarked)  
香港旅遊發展局 總辦事處  
北角威非路18號萬國寶通中心9樓至11樓 (旅客服務部)  
Hong Kong Tourism Board Head Office  
9 - 11/F, Citicorp Centre, 18 Whitfield Road, North Point (Visitor Services Department)
- 3) 傳真 Fax: (852) 2774 0422
- 4) 親身遞交 By Hand  
香港旅遊發展局 總辦事處  
北角威非路18號萬國寶通中心11樓 (旅客服務部)  
辦公時間: 星期一至五上午9時至下午5時45分  
Hong Kong Tourism Board Head Office  
11/F, Citicorp Centre, 18 Whitfield Road, North Point (Visitor Services Department)  
Office Hours: 9am - 5:45pm Monday to Friday  
  
香港旅遊發展局 九龍旅客諮詢中心  
尖沙咀天星碼頭  
開放時間: 每日上午8時至下午8時  
Hong Kong Tourism Board Kowloon Visitor Centre: Star Ferry Concourse, Tsim Sha Tsui, Kowloon  
Opening Hours: 8am - 8pm daily
- 5) 查詢電話: (852) 8199 8670 (每日上午9時至下午6時)  
Enquiry No.: (852) 8199 8670 (9am - 6pm daily)