

Scout Association of Hong Kong
Programme Branch
Application Form for Appointment/Renewal of Appointment of Activity
Instructors/Assessors/Trainers

Each appointment/renewal of appointment must be submitted in a separate application form.
(Please “√” the appropriate box and delete any whichever is inapplicable.)

1. Application : ☐ Appointment ☐ Renewal of Appointment

Sea Activities :	☐ Junior Scout Standard Boat Instructor	☐ Intermediate Scout Standard Boat Instructor	☐ Senior Scout Standard Boat Instructor
	☐ Assistant Canoe Instructor	☐ Canoe Instructor	
	☐ Assistant Rowing Instructor	☐ Rowing Instructor	
	☐ Assistant Sailing Instructor	☐ Sailing Instructor	
	☐ Assistant Dragon Boat Instructor	☐ Dragon Boat Instructor	
	☐ Assistant Windsurfing Instructor	☐ Windsurfing Instructor	
	☐ Sea Expedition Assessor	☐ Sea Expedition Assessor (Canoe)	☐ Sea Expedition Assessor (Dinghy Sailing)
	☐ Swimming Test Assessor		
Air Activities :	☐ Assistant Air Activity Badge Instructor	☐ Basic Air Activity Badge Instructor	
	☐ Intermediate Air Activity Badge Instructor	☐ Advanced Air Activity Badge Instructor	
	☐ Assistant Aircrew Badge Instructor	☐ Aircrew Badge Instructor	
Footdrill Activities :	☐ Assistant Footdrill Instructor	☐ Footdrill Instructor	☐ Senior Footdrill Instructor
Orienteering :	☐ Assistant Orienteering Instructor	☐ Orienteering Instructor	
Expedition Activities :	☐ Junior Expedition Assessor	☐ Expedition Assessor	☐ Senior Expedition Assessor
Environmental Activities :	☐ Earth Tribe Trainer (Champions for Nature Challenge)	☐ Earth Tribe Trainer (Plastic Tide Turners Challenge)	☐ Earth Tribe Trainer (Scouts Go Solar Challenge)
Fire Fighting Education :	☐ Assistant Fire Fighting Instructor	☐ Fire Fighting Instructor	
Archery Activities :	☐ Assistant Archery Instructor	☐ Archery Instructor	☐ Senior Archery Instructor

Adventure Programme : ☐ Adventure Programme Instructor ☐ Senior Adventure Programme Instructor

Meteorology Activities : ☐ Meteorology Education Instructor

Scouts of the World Scheme : ☐ Assistant Scouts of the World Award Instructor ☐ Scouts of the World Award Instructor

Leave No Trace Activities : ☐ Leave No Trace Level 1 Trainer ☐ Leave No Trace Level 2 Trainer

2. Personal Particulars

Name : _____ (Chinese) _____ (English)

Gender : _____ Date of Birth : _____

Contact Telephone : _____ E-mail : _____

Address : _____

Scout Position

(Recommendation by respective relevant unit commissioner on page 5 is required) :

Rank/Post	Unit	Warrant/Certificate of Appointment No.	Expiry Date

3. Wood Badge Training & Safe from Harm E-Learning Completed :

☐ Wood Badge ☐ Safe from Harm E-learning exercise

☐ *General Information Course / Fundamentals of Scouting Course (Module 1A and Module 1B)

4. First Aid Qualification *(Copy of relevant Certificate should be attached)*

Issuing Organization : _____ Date of Issue : _____

5. Training & Qualifications

(Copy of relevant Certificate(s) should be attached for first appointment):

Training Course Completed :

	Name of Training Course	Certificate No.	Date of Issue (yy/mm/dd)
1.			
2.			
3.			

Other Qualifications :

	Description	Certificate No.	Date of Issue (yy/mm/dd)
1.			
2.			

*Please delete the inappropriate

Services Record :

(Please fill in additional information if necessary)

	Summary	Date	Service Hours (if applicable)
1.			
2.			

6. Training & Qualifications *(Copy of relevant Certificate(s) should be attached for renewal of appointment)*

Instructor/Assessor/Trainer No. : _____ **Appointment Period : From** _____ **to** _____

Training Course Completed :

	Name of Training Course	Certificate No.	Date of Issue (yy/mm/dd)
1.			
2.			
3.			

Refresher Training Completed in the Last 3 Years :

	Summary	Certificate No.	Date of Issue (yy/mm/dd)
1.			
2.			

Services Record in the Last 3 Years :

(Please fill in additional information if necessary)

	Summary	Date	Service Hours (if applicable)
1.			
2.			

7. Records of Specific Training (Copy of relevant Certificate(s) should be attached)

Training Records of Sea Activities (For First Appointment or Renewal of Appointment of Sea Activity Instructors) :

Category	Highest Qualification	Certificate No.	Issue Date	Remarks
Scout Standard Boat				
Sailing				
Canoeing				
Windsurfing				
Dragon Boat				
Rowing				
Boat Owner / Large Vessel License				
Life Saving/Rescue				

Swimming Test Certificate No.: _____ **Date of Test:** _____

Experience in Expedition Assessment (For First Appointment or Renewal of Appointment of Expedition Assessors) :

Date	Name of Candidate	Group/Unit	Route

Additional Information (e.g. Service hours) : (Copy of relevant Certificate(s) should be attached)

Summary	Date	Service Hours (if applicable)

(Please use separate sheet if necessary)

Remarks:

1. The personal data or other relevant information provided in this form on a voluntary basis and will only be used for processing the appointment or renewal of the relevant position. If the applicant fails to provide the required information, or if the provided details do not clearly demonstrate the required qualifications, training, or other criteria for the position, the application will not be accepted.
2. The relevant qualifications (e.g. first aid or lifesaving) provided in this form may be published on the website of Scout Association of Hong Kong as needed.
3. Application form will normally be destroyed after the end date of the appointment or renewal of appointment.
4. If the Warrant / Certificate of Appointment, First Aid Certificate, or professional qualification certificate expires, the appointment of respective Instructor, Assessor and Trainer will also be terminated.
5. If an Instructor, Assessor, Trainer transfers to a new unit during their appointment period, they should notify Programme Branch for follow-up.

8. Declaration

1. I declare that the provided information is accurate. I have submitted all relevant certificate(s) of all the necessary qualifications.
2. I understand and accept the requirements of appointment and the administrative arrangements. I accept to be appointed and assist in related tasks.

Signature of Applicant : _____ **Date :** _____

9. Endorsement (To be completed by *Branch/Regional/District Commissioner)

* Please delete the inappropriate

- ☐ Recommend
- ☐ Not recommend, reason(s) : _____

Signature : _____ Position : _____

Name : _____ Date : _____

10. Recommendation (To be completed by Respective Commissioner of Programme Branch)

- ☐ Recommend
- ☐ Not recommend, reason(s) : _____

Signature : _____ Position : _____

Name : _____ Date : _____

11. Approval (To be completed by Programme Commissioner)

☐ Approve

☐ Not approve, reason(s) : _____

Signature : _____

Date : _____

For Office Use Only

Received on : _____ Date of Appointment : _____

Instructor/Assessor/Trainer No. : _____