

總會專用 Official Use Only
委任證編號 Certificate No.
委任日期 Appointment date

香港童軍總會
Scout Association of Hong Kong
教練員註冊及委任表格
Instructor Registration and Appointment Form

表格 FORM CR01(Rev.07/2026)

機密 Confidential

☐ 新委任 New Appointment ☐ 續任 Appointment Renewal

- 成員提供資料前，請參閱本會之「個人資料私隱政策聲明」；成員個人資料會被輸入童軍成員資訊系統(SMIS)。Before a member provides his/her personal data to the Association, he or she should refer to the "Personal Data Privacy Policy Statement" of the Association. Members' personal data is entered into the Scout Membership Information System (SMIS).
- 請以英文正楷填寫 Please complete in **ENGLISH BLOCK LETTERS**.
- 如屬新委任，須填寫所有部份 For new appointment, please complete all sections.
- 如屬續任，只須填寫第 1、2、6、7、8、9 及 10 部份，第 3 至第 5 部份只須要更新有關資料。For renewal of appointment, completion of Sections 1, 2, 6, 7, 8, 9 and 10 are compulsory with Sections 3 to 5 to be updated as necessary.
- 請在適當空格內劃上「✓」號 Please "✓" in the appropriate box(es).
- 除註明選擇性填寫之項目外，所有資料必須申報 All information must be provided except otherwise indicated.
- 委任程序須待正式委任證發出後方為完成。The completion of appointment process shall be subject to formal issuance of the Certificates of Appointment.

1. 教練員委任資料 Information of Instructor Appointment / Renewal

旅號 Group No	區 District	地域 Region
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2. 個人資料 Personal Particulars

英文姓名（請先寫姓氏） Name in English (Surname first)		中文姓名（如適用） Name in Chinese (if applicable)	
稱謂 Title	☐ 先生 Mr ☐ 太太 Mrs ☐ 小姐 Miss ☐ 女士 Ms ☐ 其他（請註明，如博士／教授／工程師等） Others (please specify, e.g. Dr /Prof /Ir , etc.)		
出生日期（年／月／日） Date of Birth (yy/mm/dd)		性別 Gender ☐ 男 Male ☐ 女 Female	
香港身分證號碼 HK Identity Card No <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table> (<table border="1" style="display: inline-table; width: 20px; height: 20px;"></table>)			

3. 聯絡資料 Contact Information

手提電話／聯絡號碼 Mobile / Contact No.	住宅電話號碼 Home Tel No	電郵地址 Email Address
住宅／通訊地址 Home / Correspondence Address		

4. 教育程度 Education Level

☐ 中學 Secondary	☐ 大專 Post-secondary	☐ 大學 University	☐ 碩士 Master	☐ 博士 Doctoral	☐ 其他 Others _____
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5. 職業 Occupation

你是否在職人士？ Are you currently employed?	☐ 是 Yes	職業 Occupation	職位（選擇性填寫） Position (Optional)
	公司／機構名稱（選擇性填寫） Company / Organisation (Optional)		
	☐ 否 No (☐ 學生 Student ☐ 退休人士 Retired Person ☐ 其他 Other _____)		

6. 香港童軍總會「行為守則」及「保護童軍成員免受傷害政策」 Scout Association of Hong Kong "Code of Conduct" and "Safe from Harm Policy"

- ☐ 本人已細閱及遵守本會的「行為守則」及「保護童軍成員免受傷害政策」。I have read and agree to comply with the "Code of Conduct" and "Safe from Harm Policy" of the Association.

7. 【保護童軍成員免受傷害】網上自學課程 Safe from Harm E-learning exercise

- ☐ 本人已完成【保護童軍成員免受傷害】網上自學課程並附上相關訓練證書副本。I have completed the Safe from Harm E-learning exercise and attached a copy of the corresponding Training Certificate.

8. 有關刑事罪行 About Criminal Offence

- (1) 你曾否被香港或其他地方的法庭被判定有刑事罪行？Have you been found guilty of any criminal offence in a court of law in Hong Kong or elsewhere?

☐ 沒有 No ☐ 有 Yes（請夾附有關資料 Please attach details on a separate sheet.）

有關刑事罪行 (續) About Criminal Offence (cont'd)

(2) 你曾否在香港或其他地方被起訴性侵犯及／或侵犯青少年罪行，或因涉嫌該等罪行而需協助警方調查？

Have you been charged and/or have you been required by the police to assist in any investigation of any complaint made against you of any offence connected with sexual abuse and/or abuse on young person whether in Hong Kong or elsewhere?

☐ 沒有 No ☐ 有 Yes (請夾附有關資料 Please attach details on a separate sheet.)

9. 有關「性罪行定罪紀錄查核」About “Sexual Conviction Record Check (SCRC)”

行政署將於收到此表格後兩星期內，透過電郵通知你遞交「性罪行定罪紀錄查核：獨特的查詢密碼」信件。如之前未曾進行過相關查核，本會可發出證明信給你，以便申請進行查核。

You are required to submit the “SCRC Result: Unique Checking Code” Letter to the Association. Details will be emailed to you by the Administration Branch of the Association within two weeks upon receiving this form. If no SCRC has been conducted previously, you may request a certification letter issued by the Association for applying the SCRC.

☐ 本人知悉須完成「性罪行定罪紀錄查核」，並會提交有效之「密碼信件」，以供總會於有需要時查核結果。I understand that I shall complete the SCRC and submit the valid “Code Letter” for checking by the Association when needed.

☐ 本人需要由香港童軍總會發出的證明信，以便申請進行「性罪行定罪紀錄查核」。I require a certification letter issued by the Scout Association of Hong Kong for the application of SCRC.

☐ 本人為全職公務員，現夾附有效工作證明副本，以供總會考慮豁免進行查核。I am a full-time civil servant and attach herewith the copy of valid proof of employment for checking by the Association when needed.

☐ 本人現職註冊教師／註冊社工，現夾附僱主證明信，以供總會考慮豁免進行查核。I am a registered teacher/registered social worker and attach herewith the employer certification letter for checking by the Association when needed.

☐ 本人因工作性質需要，已按現職僱主要求，完成性罪行查核，現夾附僱主證明信，以供總會考慮豁免進行查核。I have undergone the SCRC as required by my current employer due to the nature of work duties. Attach herewith the employer certification letter for checking by the Association when needed.

10. 個人資料收集 Personal Information Collection

本會將使用你的個人資料（包括姓名、電話、傳真、電郵及郵寄地址等）作「個人資料私隱政策聲明」內所述之用途，並會用作發放活動／訓練資訊、產品／設施／服務推廣及籌募等用途。Scout Association of Hong Kong will use your personal data including name, telephone number, fax number, email address, mailing address etc. for the purposes as stated in the “Personal Data Privacy Policy Statement” and for disseminating training and programme information, product/facility/service promotion and fundraising appeal.

如你不同意，請在下列適當方格加上“✓”號，以表示你不願意接收該項目。If you object to receive information for the below, please “✓” in the appropriate box(es).

☐ 產品／設施／服務推 product/facility/service promotion

☐ 籌募 fundraising appeal

聲明 DECLARATION

- 本人接受及遵守總會的政策、規則及規條。I accept and agree to comply with the Association's Policies, Rules and Regulations.
- 本人會遵守所有適用於香港的法律，包括但不限於性罪行和侵害人身罪行的相關條例，及不從事危害國家安全的行為及活動。I shall comply with all the laws applicable to Hong Kong, including but not limited to laws and regulations related to sexual offences as well as offences against the person, and will not engage in any act or activity that endangers national security.
- 本人謹此聲明，本人在本表格上所自願填報的個人資料，就本人所知均屬真確及最新資料。I declare that the personal data voluntarily provided by me in this Form is accurate and up-to-date to the best of my knowledge.
- 本人接受此項委任。I accept this appointment.
- 若上述 8. (1)及/或(2)的補充資料有任何變更，本人保證必立刻將實情向香港童軍總會申報。I undertake to notify the Association promptly should there be any change in my personal data as outlined in 8. (1) and (2) above.

簽署 Signature: _____ 日期 Date: _____

批准 APPROVAL

本人確認申請人適合出任教練員，並已向其陳明其責任。I confirm that this applicant is suitable for Instructor appointment and I have briefed him/her on his/her responsibilities.

姓名： Name:	簽署： Signature:
職位： Post:	日期： Date:
聯絡電話： Contact No.:	電郵地址： Email Address:

*請刪除不適用者 Please delete whichever inapplicable

總會專用 Official Use Only		
發出 SCRC 證明信日期： 經辦人簽署：	收到完成 SCRC 證明／豁免文件日期： 經辦人簽署：	查核 SCRC 結果日期： 經辦人簽署：
輸入日期： 經辦人簽署：	核對日期： 經辦人簽署：	電郵予旅長日期： 經辦人簽署：