

專業調解訓練課程申請表格

Professional Mediation Training Programme Application Form

注意 Note:

- i. 有關申請手續及所需文件，請參閱「申請人須知」。
Please read the 'Guidance Notes' for the application procedures and documents required for the application.
- ii. 有關報讀之課程資料，請參閱有關之「專業調解訓練課程[課程章程]」。
Please read the 'Professional Mediation Training Programme [Programme Prospectus]' for the programme details.
- iii. 請用黑色或藍色筆以正楷填寫本表格。
Please complete this form in **BLOCK** letters using black or blue pen.
- iv. ☐ 請在適當的方格內填上「✓」號。
Please tick as appropriate.
- v. # 請把不適用者刪去。
Please delete as appropriate.

請貼上申請人照片

Please stick applicant's photo

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課程編號
Course code:

付款方式
Payment method * : 支票 ☐ 銀行匯票 ☐ Bank Draft ☐

支票 / 匯票編號
Cheque/ Draft no.: _____

學費
Tuition fees: _____

發票人姓名
Name of issuer: _____

* 劃線支票/銀行匯票抬頭請填上 “香港基督教青年會” 。
 Crossed cheque(s)/ Bank draft(s) should be made payable to “YMCA of Hong Kong”
 * 請在支票/銀行匯票背面清楚註明申請人之姓名、聯繫方法以及有關課程編號。
 Please mark your name, contact number, and the course code at the back of the Crossed cheque(s) / Bank draft(s).

1. 申請人資料 Personal Particulars

姓名(中文) Name in Chinese:																											
姓(英文) Surname in English:	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>																										
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國籍 Nationality:														香港身份證號碼 HKID card no.:	<div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div>()</div> </div>												
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地區 District #: 新界 N.T. / 九龍 KLN. / 香港 H.K. Island / 離島 Islands																											
聯絡電話 Contact no.:														電郵地址 E-mail address:													



香港調解仲裁中心

Hong Kong Mediation and Arbitration Centre

2. 學歷程度 Education Level

學校/機構名稱 Full name of school/institution	國家 Country	學歷/專業資格 Academic/Professional Qualifications	修讀期間 Period of study (mm/yyyy to mm/yyyy)

3. 工作經驗 Work Experience

公司名稱 Name of company	職位 Position	全職/兼職 Full-time/Part-time	僱用日期 Date of employment (mm/yyyy to mm/yyyy)

4. 其他相關經驗 Other Relevant Experience

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5. 得知本課程之途徑 Way to Know the Programme

- | | |
|---|---|
| <input type="checkbox"/> 本中心網頁 HKMAAC website | <input type="checkbox"/> 港青專業進修書院 YMCA |
| <input type="checkbox"/> 本中心社交網站專頁 HKMAAC Facebook page | <input type="checkbox"/> 大學講座 Seminars at University: _____ |
| <input type="checkbox"/> 本中心所發出之電子郵件 Emails from HKMAAC | <input type="checkbox"/> 其他講座 Other Seminars : _____ |
| <input type="checkbox"/> 網路搜尋器 Search engine: _____ | <input type="checkbox"/> 本中心會員轉介 Referral by HKMAAC members: _____ |
| <input type="checkbox"/> 網上廣告 Online ad: _____ | <input type="checkbox"/> 本中心學員轉介 Referral by HKMAAC students: _____ |
| <input type="checkbox"/> 報章 Newspaper: _____ | <input type="checkbox"/> 家人/親友/朋友轉介 Referral by family/relatives/friends: _____ |
| <input type="checkbox"/> 雜誌 Magazine: _____ | <input type="checkbox"/> 其他 Others: _____ |
| <input type="checkbox"/> 電台節目 Radio programme: _____ | |
| <input type="checkbox"/> 其他廣告/訪問 Other ad/interviews: _____ | |

如本季課程滿額，閣下會否考慮申請下季課程？
Will you join the next programme if this programme is full?

☐ 會 ☐ 否
Yes No

閣下是否計劃成為調解員？
Do you wish to become a mediator?

☐ 是 ☐ 否
Yes No

聲明 Declaration

本人特此聲明，本人已詳細閱讀及明白由香港調解仲裁中心所發出之申請人須知、專業調解訓練課程[課程章程]以及個人資料(私隱)政策。根據本人所知所信，在本表格所提供的資料均是準確、完備和真實。以上所有提供的資料本人同意交由香港調解仲裁中心用作統計、調查以及市場推廣及營銷之用。

I hereby declare that I have read and understood the Guidance Notes, the Programme Prospectus, and the Personal Data (Privacy) Ordinance issued by Hong Kong Mediation and Arbitration Centre. All information provided in this application form is correct, complete and true to the best of my knowledge and belief. I also authorize the Hong Kong Mediation and Arbitration Centre to use my data for statistical, research and marketing purposes.

申請人簽名 Applicant's Signature

日期 Date



香港調解仲裁中心

Hong Kong Mediation and Arbitration Centre

附註 I 申請人須知 Guidance Notes

申請所須文件 Required Documents :

- i) 填妥之「專業調解訓練課程申請表格」;
Completed and signed 'Professional Mediation Training Programme Application Form';
- ii) 身份證明文件副本 (須印於 A4 雙面白紙上); 及
Copy of HKID card (should be copied on a two-sided A4 white paper); and
- iii) 課程費用 - 劃線支票/銀行匯票抬頭請填上“香港基督教青年會”
Tuition fees - Crossed cheque(s)/ Bank draft(s) should be made payable to “YMCA of Hong Kong”

申請人可將上述文件一併郵寄或親身交往香港基督教青年會地址，註明為「專業調解訓練課程申請」。

Please mail/hand in the above required documents to YMCA, and specified as 'Application for Professional Mediation Training Programme'.

香港基督教青年會地址 YMCA Address :

香港基督教青年會 - 九龍尖沙咀梳士巴利道 41 號 6 樓

YMCA of Hong Kong, 6/F, 41 Salisbury Road, Tsimshatsui, Kowloon, Hong Kong

一般查詢 Enquiries :

香港調解仲裁中心

電話 Tel.: (852) 3796 3366

傳真 Fax.: (852) 3019 2268

電子郵件 Email: mediation@hkmaac.org

中心網址 Website: www.hkmaac.org

香港基督教青年會

電話 Tel.: (852) 2268 7733

申請注意事項 Notes for Applications :

1. 本課程一經報名及繳費，除因本中心取消課程外，均不設退款。
Save for the situation where the programme is cancelled by the Centre, any tuition fees will not be refunded (once application form and the payment have been received).
2. 在申請人遞交此申請表後，除因本中心取消課程外，不能轉讀其他時間的課程。
Save for the situation where the programme is cancelled by the Centre, applicant is not allowed to transfer his/her application to another programme once application has been submitted.
3. 本中心提供的課程內容將以中文為主，英語為輔，專業名詞則以中文或英文教授。課堂將主要以粵語進行。
This programme will mainly be taught in Chinese and supplemented by English. Any professional terms will be taught in either Chinese or English. Lectures will be delivered in Cantonese.
4. 有關學費優惠詳情(如適用)可參閱本中心之「專業調解訓練課程[課程章程]」。
Please read the 'Professional Mediation Training Programme [Programme Prospectus]' for any details of discounted tuition fees (if applicable).
5. 所有未能成功申請有關課程之申請人所遞交的任何文件將於發出有關通知後三天內進行銷毀。任何情況下，所有有關文件恕不退回。
All the application documents submitted by the unsuccessful applicants will be destroyed within 3 days after notifications. All related documents will not be returned under any conditions.
6. 本中心保留更改課程內容、上課時間、課堂人數以及上課地點之一切權利。獲本中心確認申請後所有已繳款項恕不退還。
The Centre reserves all rights to change any programme contents, time, number of participants, and/or place of teaching. Tuition fees will not be refunded once the application has been approved and confirmed by the Centre.



香港調解仲裁中心

Hong Kong Mediation and Arbitration Centre

附註 II 個人資料（私隱）條例政策 Personal Data (Privacy) Ordinance

個人資料 Personal Data

1. 在本表格所提供之個人資料，將用於處理閣下的入讀申請、登記、學術、行政、會籍事務、研究、統計以及市場推廣及營銷之用。有關數據將由香港調解仲裁中心的職員單獨處理，但有可能轉讓予任何被授權的第三方就著上述用途及受香港調解仲裁中心和有關法例規定允許下使用，以提供有關服務。所有這些情況下，數據將被嚴格保密處理。
Personal data provided in this form will be used for processing your application for admission, registration, academic, administration, membership management, research, statistical and marketing purposes. The data will be solely handled by Hong Kong Mediation and Arbitration Centre staff, but may also be transferred to any authorized third party providing services to the Centre in relation to the above purposes and any prescribed purposes as allowed by Hong Kong Mediation and Arbitration Centre and the law from time to time. In all such circumstances data will be treated in strict confidence.
2. 如申請人不希望收到任何本中心以外的推廣資訊，須以書面形式連同會員編號（如適用）、姓名以及通訊地址通知本中心。
Applicants who do not wish to receive any marketing information out of the Centre should submit written requests together with the membership number (if applicable), full name, and correspondence address to the Centre.
3. 根據個人資料（私隱）條例規定，申請人有權要求查閱，並要求更改其個人資料。索取或更正個人資料的方式應以書面形式向本中心遞交。
Under the provision of Personal Data (Privacy) Ordinance, applicants have rights to request access to, and to request the correction of, their personal data. Applicants wishing to access or make corrections to their data should submit written requests to the Centre.