



ARCHDIOCESAN COMMISSION FOR THE PASTORAL CARE OF MIGRANTS & ITINERANT PEOPLE (ACMI)
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Website: www.ACMI.org.sg www.Facebook.com/ACMI.Singapore

BEFRIENDER VOLUNTEER APPLICATION FORM

PLEASE PRINT - WRITE IN CAPITAL LETTERS NEATLY

Full Name as in IC and/or Passport (underline Surname): Dr / Mr / Mrs / Ms / Mdm

Address: Postal Code:

Date of Birth (DD/MM/YEAR): NRIC/FIN/Passport No:

Type of Work Pass/Permit: Expiry Date:

Nationality / Race: Religion:

Marital Status: Single Married Divorced Separated Widow/Widower

Contact Number: (Mobile) (Home/Office)

Email Address: Occupation:

Catholic Parish/Christian Church you belong to:

If involved in any Church ministry, give details:

For non-Catholics: I will be able to participate/contribute towards Catholic retreats and formation activities which are part of

ACMI's programmes. Yes No Unsure

Areas of Interest:

Counselling Skills Training\* Bread Basket PR/Comms Legal Services Photography Formation

Parish Outreach Ad Hoc events \*Please specify skills

Availability (Tick any which apply):

Sundays AM PM - Saturdays AM PM - Weekdays AM PM Specify:

Languages / Dialects:

Written:

Spoken:

How did you come to know of ACMI?

Catholic News Catholic.org website ACMI website CSCC website Others

Referred by an ACMI Volunteer / Staff / ExCo (name)

IMPORTANT

With respect to the Singapore Personal Data Protection Act (2012), I here consent to the retention, retrieval, use,

transmission and removal of the personal data provided by me in this form by the church entity processing this for purposes

of my application, and in transferring the personal data to relevant church entities within the Catholic Archdiocese of

Singapore for purposes of assignments. I certify that the information given above is true and correct, including attached

relevant documents as references.

Applicant's Signature & Date

1 Full list of work passes and permits can be found at: http://www.mom.gov.sg/passes-and-permits



## Archdiocesan Commission for Pastoral Care of Migrants and Itinerant People (ACMI)

Date:

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### Security Policy, Confidentiality & Non-Disclosure Agreement

Every volunteer/intern/befriender of ACMI ("Befriender") is required to respect and maintain confidentiality of all information, including but not limited to, beneficiary, client, and donor ("Clients") personal information and data; business documents, reports, records, files, to which the Volunteer has access in carrying out his/her responsibilities, duties and/or assignments.

This is necessary to ensure that information given to ACMI is kept strictly confidential and that the integrity of such Clients' personal particulars and information entrusted to ACMI are not compromised.

In this regard, we require our Befriender assisting us to undertake the following:

1. **not to divulge or use** any of the Clients' personal information to any unauthorised third party without the prior consent of the management of ACMI;
2. **not to disclose** to any unauthorised individuals, confidential information which may come to your knowledge during the course of your engagement in ACMI;
3. **not to discuss, disclose, share, release or use** any details of ACMI's Clients' data to any third party, unless strict prior written consent has been obtained from the party involved, and/or ACMI; and/or
4. **not to duplicate, remove or retrieve**, information or documents from the premises or digital sources of ACMI in any form (printed, photographically, digitally, or any other form or medium) unless strict prior written consent has been obtained from ACMI.
5. **All materials designed or created for ACMI are deemed the property of ACMI, unless otherwise agreed prior and approved by the management.**

This agreement to preserve as confidential all knowledge, data, or proprietary information of ACMI remains even after you are discharged of your responsibilities.

I understand and agree to all the above-listed undertakings.

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(Please sign here.)

Name (BLOCK letters): \_\_\_\_\_

NRIC or Nationality/Identity Document No: \_\_\_\_\_