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| **About You**  |
| **Full Name** |   |
| **Address** |   |
| **Email** |   |  |

**OXFAM office VOLUNTEER APPLICATION FORM (Oxford)**

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| --- | --- | --- | --- |
| Phone Number |    | Date of Birth |   |

|  |  |
| --- | --- |
| Gender | [ ]  Male [ ]  Female [ ]  Other [ ]  Prefer not to say |
| Preferred Pronouns | [ ]  He/Him [ ]  She/Her [ ]  They/Them [ ]  Other |

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| Where did you hear about this volunteering opportunity?  |
| Please tell us why you would like to volunteer at Oxfam.  |
| Please tell us any relevant skills, interests, experience or knowledge you may have.   |

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| Your Availability |
| MondayAM PM[ ]  [ ]  | TuesdayAM PM[ ]  [ ]  | WednesdayAM PM[ ]  [ ]  | ThursdayAM PM[ ]  [ ]  | FridayAM PM[ ]  [ ]  | Flexible[ ]  |  |  |

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| Reference |
| Examples can include a previous manager, colleague, support worker, landlord or teacher but should not include family. The referee should know you in a professional (either working, volunteering, or academic) context. If you are having difficulties providing this please speak to the manager.  |
| Full Name |    |
| Address |    |
| Email |    |
| Phone |   | Relationship |   |

|  |
| --- |
| Emergency Contact |
| Full Name |   | Relationship |   |
| Mobile |   | Landline |   |

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| **Safeguarding** |
| Oxfam reserves the right to apply for a **DBS check/ PVG check in Scotland** **for volunteers aged 18 and over** in the interests of prioritising safeguarding practices and procedures in our shops and reducing the risk of potential harm. Volunteers will be informed at the beginning of the recruitment process whether a DBS/PVG would need to be carried out. A DBS/PVG check should be completed within 3 months after the application is triggered or the volunteering opportunity may be withdrawn. Should your application be progressed, in keeping with Oxfam’s commitment to safeguarding our beneficiaries, staff, volunteers and anyone else who comes into contact with the charity:Additionally, all volunteers will be required to sign a **Code of Conduct** setting out our expectations that will be made available during the induction period. |

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| **Data Protection** |
| All the information you provide on this form will be stored securely on our database. Oxfam complies fully with current Data Protection and Freedom of Information legislation. There is further information on how Oxfam processes data on our Volunteer policy, or more generally in our online privacy notice <https://www.oxfam.org.uk/privacy-and-security>  |
| Name and Surname  |   | Date |   |

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| **What Happens Next?** |
| Please return this form via email to: oxfamconsults@oxfam.org . If you are successful, we will then be in contact to arrange a time for a chat about your volunteering. Please be aware that Oxfam will ask to see one form of ID before you can start volunteering with us. If this is difficult for you, please speak to the recruiter. |
| Office use only: ID accepted Yes [ ]  No [ ]  **Type of ID** (e.g. Passport, Driving Licence, Utility Bill or Other) ……………………………………………..…………………………………………….…………………………………………….…………………………… |

**THANK YOU FOR YOUR APPLICATION**

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| Additional Information |
| **Please detail any needs you may have that you would like us to consider if you are successful.**Examples may include mobility, childcare, study related commitments, time you are in the country etc. |
|   |
| **Do you have any health conditions or disabilities we should be aware of?**If you have ticked yes, please summarise the details below. | Yes No[ ]  [ ]  |
|   |
| **Under the Rehabilitation of Offenders Act 1974, do you have any unspent criminal convictions?** If a criminal conviction is declared, a risk assessment will be completed taking into account the circumstances and background of the offence(s). Please note that having a conviction will not necessarily stop you from volunteering but any offer of volunteering is subject to this risk assessment being signed off. Further advice and guidance on disclosing a criminal record can be obtained from Nacro’s website: [nacro.org.uk](http://nacro.org.uk/) | Yes No[ ]  [ ]  |
| **Are you on any barred lists or have restricted access to working with children in any other contexts?** | Yes No[ ]  [ ]  |
| **Are you entitled to volunteer within the UK?**If you are from the UK, you are free to volunteer. Oxfam may ask to see documentation proving your eligibility to volunteer within the UK. Oxfam is unable to sponsor volunteer visas. | Yes No [ ]  [ ]  |