



**Oxfam**  
Ireland

[www.oxfamireland.org](http://www.oxfamireland.org)

# **Volunteer Application Form**



**join us...choose how!**



**Our work would not be possible without over 1,000 volunteers who help run our shops, campaign, raise funds, support our office staff and our events.**

**Joining Oxfam Ireland, you will join a growing global movement of people who want to overcome the injustice of poverty and suffering.**

### Shop Volunteers

Shop Volunteers usually give 4 or more hours per week of their time in our shops throughout Ireland which include donated shops, Oxfambooks, Oxfamhome and Fair Trade shops.

Shop Volunteers can carry out many different roles, according to their interests and availability, e.g: selecting and pricing books, clothes or cds, operating the till, making the window display look nice, doing accounts, driving...and so much more!

Your local Oxfam Shop can be an excellent volunteering opportunity for every age, skill and time, where you will learn new skills, meet new people and have a good time!



### Office Volunteers

Office Volunteers usually join one of our departments in our Belfast or Dublin offices for one morning/one afternoon per week, or more, on a mutually agreed basis.

Volunteers can help in office administration, accounts, IT, communications, mailings, archive, databases, internal audits, deliveries and the many other varied tasks of the busy office environment.

To see our current Office Volunteer vacancies, have a look on [www.oxfamireland.org/whatyoucando/volunteer](http://www.oxfamireland.org/whatyoucando/volunteer)



### Events Volunteers

If you would like to be part of our movement for change, you can also join us for some weekends or some evenings to help Oxfam at public events.

Events Volunteers can help collecting signatures for Oxfam campaigns and raising funds or awareness during gigs, festivals and stunts.

Office or Events Volunteer positions are subject to availability. Specific roles could be advertised from time to time on our website:

[www.oxfamireland.org/whatyoucando/volunteer](http://www.oxfamireland.org/whatyoucando/volunteer)



**If you have any time that you would like to give, please fill in the VOLUNTEER APPLICATION FORM and return it to your local Oxfam Shop or to our office.**

# VOLUNTEER APPLICATION FORM



Please complete this form as fully and clearly as possible.  
The information requested in this form is directly relating to the information needed for our Volunteer Database.  
All information will be kept strictly private and confidential.

<b>First Name:</b>	<b>Surname:</b>
<b>Date of birth:</b>	<b>Sex:</b> <input type="checkbox"/> male <input type="checkbox"/> female
<b>Address:</b>	
<b>Town:</b>	<b>Postcode:</b>
<b>County:</b>	<b>Email:</b>
<b>Home telephone:</b>	<b>Mobile telephone:</b>

## Location:

I would like to be based in: \_\_\_\_\_

(e.g: Belfast, Larne, Dublin, Tralee, or name a specific shop)

## I am interested in the following volunteer post (please select one option only):

Shop Volunteer                       Office Volunteer                       Event Volunteer

Some of these posts are subject to availability – read more about volunteers' roles in this leaflet, or check current available positions on [www.oxfamireland.org](http://www.oxfamireland.org)

Please note that some roles require you to be physically fit. Should you have any special needs please talk to us at interview stage so that we can make the necessary arrangements.

## I found out about volunteering with Oxfam:

On the Oxfam Ireland website     Word of mouth     Shop poster

Other – please specify: \_\_\_\_\_

## I am available to volunteer:

Mon		Tue		Wed		Thur		Fri		Sat		Sun	
am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm

Other (eg: evenings, summer - please specify): \_\_\_\_\_

**In case of emergency please contact:**

Full name: \_\_\_\_\_ Contact tel. number: \_\_\_\_\_

Relationship to you (e.g: friend, family, partner etc.): \_\_\_\_\_

**Do you have any links with the second-hand trade?**  YES  NO

If YES, please specify: \_\_\_\_\_

**Rehabilitation of Offenders Act 1974 - Do you have any "unspent" convictions?**  YES  NO

If YES, please specify: \_\_\_\_\_

**Please note:**

Rehabilitation of Offenders Act 1974, UK: a conviction is described as 'unspent' if the rehabilitation period associated with it has not yet lapsed; a rehabilitation period is a set length of time from the date of conviction, according to the sentence imposed. A conviction is kept on record permanently in ROI; therefore, please give all details of any previous convictions. A conviction will not necessarily exclude you from volunteering with Oxfam, but will be taken into consideration when assessing your suitability.

**References**

Suitable referees include your last employer, landlord, college supervisor, school supervisor or an Oxfam volunteer. Please do not give the name of a member of your family. Please ensure all information is correct and accurate.

**1. Name:**

**2. Name:**

**Address:**

**Address:**

**Postcode:**

**Postcode:**

**Telephone:**

**Telephone:**

**Relationship to you**

**Declaration**

I understand that any offer of a volunteer position with Oxfam Ireland is subject to satisfactory references.

In accordance with the Data Protection Act (1998, UK / 1998 and 2003, ROI), I agree that Oxfam may hold and use personal information about me for volunteering personnel reasons and to keep in touch with me.

This information, including that contained on this form, can be stored on both manual and/or computer files. It will be held securely and only be accessed by authorized personnel.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Thank you!**



**For internal use only (applicants should not fill up this part)**

Notes: \_\_\_\_\_

Start Date (if applicable): \_\_\_\_\_

Finish Date: \_\_\_\_\_

