



UNITED NATIONS - ECOSOC

ORGANIZATION FOR HUMAN RIGHTS DEFENCE (OADO)

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Dear Candidate,

Thank you for your interest in a voluntary position for OADO UK.

The Organization for Human Rights Defence UK also known as OADO UK, is a United Nations recognised body of the Economic and Social Council (ECOSOC).

The main purpose of Organization for Human Rights Defence UK is to promote and defend human rights as stipulated in the Universal Declaration Human Rights (UDHR) and in the Charter of the United Nations. The overall vision of OADO UK is to observe and bring awareness of international human rights and provide educational workshops and resources to support this objective.

OADO UK seeks volunteers to join us in resolving these life changing challenges, through the support of individuals and partnerships who are determined to protect the worldwide legacy of international human rights. The contribution of each person is paramount; to provide their individual skills, abilities and experience in collaboration with this mission, brings value to our efforts, is greatly appreciated and cannot be underestimated. The willingness to support the work of OADO UK directly enables us to investigate and report human rights abuses on an international level, including the human trafficking of adults, babies and children.

One of our recent endeavors is the **AR Institute for Education and Training**. The vision of the AR Institute is to enable our members, volunteers, students and clients to make informed choices for continuous educational and personal development, improve their health and wellbeing; and to empower others to do the same, thus building a sustainable peer network to improve the knowledge, health and wellbeing of our communities. The members, volunteers and consultants of the AR Institute are committed to making a positive contribution to building a stronger and more cohesive network.

The volunteers of OADO UK and the AR Institute will provide much needed support and drive our vision to help us deliver on an ambitious strategy for systemic change. We need people who are committed to support this work. The successful candidates will be able to engage with us using their knowledge, experience and skills to facilitate their effective participation.

We are looking for team players, who are willing to support all departments, to help build partnerships to bring awareness and defend our human rights. If you believe this might be you, then please read on.

Please read through this application pack and complete the sections with the required details as indicated on the front page.

Email completed application forms to volunteers@organizationforhumanrightsdefence.org.

*Please note that the additional documents required to support your application i.e., copies of certificates, passports and so on, **are not to be sent** with the application form, we will request these at a later stage of the recruitment process.*

Wishing you success in your future endeavours,

Colin Francis
Deputy Chief Executive Officer
OADO UK

Vacancy: Administrator/ Assistant Business & Operations
Ref: OADO-019

OADO UK

Volunteer Application Pack

Contents:

OADO UK - Vision Statement
AR Institute – Vision Statement
Position Required /Role Description
Data Privacy Document – signature required
Application Form – to be completed
Background Check Agreement – signature required
Non-Disclosure Agreement (NDA) – signature required
Contract Agreement of Services – completion & signature required, on request
Equal Opportunities Policy
Background Checks and Sources of Information
HR Document Checklist

Email the whole application pack with your completed forms to:
volunteers@organizationforhumanrightsdefence.org

Please note that the additional documentation required to support your application i.e., copies of certificates, passports and so on, are not to be sent with the application form, these will be requested at a later stage of the recruitment process.

Application submission deadline: 6pm Monday 28 February 2022.
All applications will be reviewed by the recruitment team. You will be contacted to confirm whether you have been selected for the next phase.
Interviews will be scheduled in the week commencing Monday 7 March 2022.

HR Department
27/01/21

Contact: Colin Francis, Deputy Chief Executive Officer
Email: volunteers@organizationforhumanrightsdefence.org
Mobile No. +44 7872 075 422

OADO UK

Vision Statement

The main purpose of [Organization for Human Rights Defence UK](#) (OADO UK) is to promote and defend human rights as stipulated in the [Universal Declaration Human Rights \(UDHR\)](#) and in the [Charter of the United Nations](#).

The Organization for Human Rights Defence UK also known as OADO UK, is a [United Nations](#) recognised body of the [Economic and Social Council \(ECOSOC\)](#).

Since August 2020 the Members of OADO UK have been developing the foundation as a satellite organism of OADO Romania. The official Launch of OADO UK was on 20 October 2021.

The overall vision of OADO UK is to observe and bring awareness of international human rights and provide educational workshops and resources to support this objective.

There is growing concern about the complexities of modern life and the pressing need for solutions to the challenges we all face in our local communities and around the world. Therefore, it is the work of OADO UK to bring an awareness and understanding of international human rights to as many people as possible.

OADO UK seeks help through donations and volunteers to join us in resolving these life changing challenges, through the support of individuals and businesses who are forged in protecting the worldwide legacy of international human rights.

The contribution of each person is paramount, providing their individual skills, abilities and experience in collaboration to this mission brings value to our efforts, which is greatly appreciated and cannot be underestimated.

The willingness to support the work of OADO UK directly enable us to; investigate and report human rights abuses on an international level, including the human trafficking of adults, babies and children.

OADO UK utilises its 'policing purposes' functionality as Members of the [International Criminal Police Organisation \(INTERPOL\)](#) and the [North Atlantic Treaty Organisation \(NATO\)](#). OADO badge holders are empowered to work alongside all national police constabularies and local authorities for the benefit of protecting the human rights of members of the public, the police and the military. *Please note that the duties of policing purposes for OADO Inspectors and Members are distinctly different from the duties of a police officer.*

AR Institute

Vision Statement

The vision of the AR Institute is to enable our members, students and clientele to make informed choices for continuous educational development, improved health and wellbeing; to empower others to do the same, thus building a sustainable peer network to improve the knowledge, health and wellbeing of local communities.

The members, volunteers and consultants of the AR Institute are committed to continue to make a positive contribution to building stronger and more cohesive network.

History and Milestones

The AR Institute has evolved from the experiences of our members working within mainstream educational establishments, as well as health and fitness environments. The realisation is that there is a need for emphasis on continuous education, and the holistic nature of health and wellbeing. Significantly, it appears that the overall emphasis of mainstream entities has become increasingly based on targeted sales and profit, with the emphasis of students and clients being treated as customers. Essentially, educational institutions, along with fitness and sport activities have become more focused on the increase of provision for commercial profit to benefit private and public corporations with less emphasis on the developmental support and fulfillment of the aspirations and requirements of students.

The vision of AR Institute is to improve educational goals, along with the health and wellbeing outcomes for members and students. The belief is that there is a real need to open and enhance the range of opportunities for engagement, in the fulfilment of knowledge and fitness activities that are readily accessible and reasonably affordable.

The AR Institute has now been established to support the development of knowledge-based courses as well as health and fitness training classes within London and to extend provision using online courses that can be readily accessible to students on a wider scale.

Mission

The AR Institute mission is to educate and encourage communities to actively participate in developing their educational needs, as well as the health and fitness programmes to improve each individual's overall level of knowledge and health and wellbeing. Using a holistic approach, we will enable participants to incorporate positive changes into their lifestyles and sustain change through ongoing support from our programmes and peer networks.

Values

Our work is underpinned by the following values:

- Respect for the diversity of the needs within our community environments.
- Use of appropriate language and terminology that is sensitive to individual needs and preferred by participants.
- Creating the highest quality of services by the pursuit of best practice and equal opportunities for all.
- Enabling and empowering people to take responsibility for their own education, health and wellbeing.
- Challenging preconceived ideas and views about personal development, fitness, health, body image, diet and the environment.
- To provide educational courses and health and fitness opportunities within community settings and online to increase accessibility.
- To offer the highest quality of opportunities for educational courses as well as health and fitness.
- To offer relevant life skills-based learning which provides insight into the value of maintaining healthy lifestyles.
- To provide health and fitness opportunities to a wide demographic within local communities.
- To work in partnership with other statutory and voluntary sector providers to deliver relevant and high-quality projects and services.
- To offer high quality volunteering programmes that provides the opportunity to reduce social isolation and promote community cohesion.



ORGANIZATION FOR HUMAN RIGHTS DEFENCE

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Volunteer Position Required Role Description & Personal Specification

Component	Description
Position Ref:	OADO-019
Position Title / Role	Administrator / Assistant to Business & Operations
Role Purpose	Administrative assistance and support to the Business & Operations Director and senior staff with the development of the Department and Organisation.
Key Responsibilities	To provide administrative support in office management, facilities management and policy development.
Location	Remote working i.e., from home
Supervision	Business Operations Director; weekly online meetings and/or calls (tba)
Start Date & Length of Appointment	Immediate start 6 months' probation – ongoing appointment if satisfactory
Time Commitment	8 hours/month; time may be extended to complete tasks and project deadlines.
Qualifications	At least 2 years' experience in administration. Business and organisational planning ability; being highly organised and efficient.
Benefits	Reimbursement of out-of-pocket expenses, by prior arrangement with the Business & Operations Director. Access to continuous training & volunteer awards.
Support Provided	Members and Volunteer Handbook; onboarding, induction and orientation sessions with department guidance.

Role Description

We require an Administrator / Administrative Assistant who can provide regular office management duties to help the office of the Business & Operations Department to run smoothly and efficiently.

Duties & Responsibilities

To assist and support the Business Operations Director and Executive Administration Team (EAT) to enable the senior management to deliver outstanding results for the Organisation.

To act as the first point of contact; answering phone calls, emails and direct queries to the appropriate members to deal with them. Including corresponding with clients and suppliers, conducting ad hoc research and creating agendas for meetings.

To devise and implement organisational systems to ensure that all data is managed effectively and accessible when required and building spreadsheets or presentations for leadership staff.

- Dealing with incoming and outgoing correspondence
- Speaking to clients to answer queries and resolve issues
- Data entry, retrieval and database maintenance
- Filing and archiving
- Creating drafts, proofreading, editing and managing documents, spreadsheets and presentations
- Compiling reports
- Scheduling meetings, creating agendas, taking minutes/ notes of action points
- General financial updates, organising company records, schedules and managing office inventory
- Arranging conferences and events

Qualifications

- GCSEs Maths & English Grade C and above; Level 2 or 3 Diploma in Business and Administration desirable
- Excellent communication and interpersonal skills
- Organisational skills
- IT literate with good typing skills and confident using a range of programmes including email, database programmes, presentations and spreadsheets
- Time management skills and the ability to prioritise workload effectively
- Customer service skills
- Problem-solving skills and the ability to come up with creative solutions to issues
- Able to work with a team, take direction from others and collaborate effectively

Personal Specification

We are willing to consider a person who may not yet have all the specific qualifications and experience requirements for this position, although prior employment in an office environment is an advantage. Considerations will be given to the following candidates:

- An entry-level Administrator Assistant with minimum work experience who may have developed relevant skills by prioritising their workload, conducting research and managing their time while studying.
- Applicants who require additional experience of working in an administrative role and has experience of supporting senior management or directors with high-level tasks.
- Applicants that have efficient IT skills; who have had customer-facing jobs in retail and have experience of dealing with the public.
- The ability to maintain a calm and professional demeanour even in high-pressure situations.
- Efficient organisational skills
- Flexibility
- Ability to work well with others
- Excellent communication skills
- Ability to use the latest technology for office administration
- Sensitivity and empathy
- Exceptional customer service skills
- Attention to detail
- A candidate who is keen to work and grow with the Organisation
- Personally effective and achievement driven to support the Organisation
- A willingness to learn about the work of the Organisation, the departments and affiliate entities
- Awareness that the Organisation and departments are at an early stage of development. Subsequently, that while teams are expanding, the position also requires the applicant to be flexible; to implement duties and responsibilities at the scope of work required.

Volunteer Application Form

Please complete all the sections of this form. To provide more details of voluntary experience, employment, education, qualifications and references required. Additional information can be provided as a single sheet CV, Resume or Profile. Please provide copies of relevant certificates, qualifications & passport photo ID on request, at a later stage of recruitment.

Full Name _____

Address _____

City _____ Post Code /Zip Code _____

Mobile No. _____ Landline _____

E-Mail Address _____

Emergency Contact Name _____ Location _____

Relationship _____ Phone No _____

Past Volunteer Experience (include organisation/agency, position, supervisor phone/e-mail)

Employment History (include most recent company, position, supervisor phone/e-mail)

Desired Schedule (check days and times available)

- | | | |
|------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Friday | <input type="checkbox"/> Morning (9 a.m. to noon) |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Saturday | <input type="checkbox"/> Afternoon (noon to 4 pm) |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Sunday | <input type="checkbox"/> Evening (4 to 8 pm) |
| <input type="checkbox"/> Thursday | | |

Frequency of volunteer availability (e.g., weekly, semi-weekly, monthly)

Reason why you want to volunteer with this organisation?

How would you like to help this organisation?

What are your interests, and skills?

Education/Credentials (start with further and higher education)

References: Please provide the name and phone/e-mail of three non-family members who can provide references on your ability to perform this volunteer position.

- 1.
- 2.
- 3.

Name as stated in Passport: _____

Passport No: _____

Expiry Date: _____

OADO UK Non-Disclaimer & Confidentiality Agreement

Non-Disclosure Agreement and Confidentiality Agreement for members & volunteers of OADO UK

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Furthermore, as with any business, your results may vary and will be based on your individual capacity, experience, expertise, and level of desire. There are no guarantees concerning the level of success you may experience. There is no guarantee that you will make any income at all and you accept the risk that the earnings and income statements differ by individual. Each individual's success depends on his or her background, dedication, desire and motivation. The use of the information in the eBook/Manuals should be based on your own due diligence and you agree that OADO UK is not liable for any success or failure of your business that is directly or indirectly related to the purchase and use of our information, products, and services reviewed or advertised in the eBook/Manuals.

6. Confidentiality Agreement

It is understood and agreed to that OADO UK and the Membership would like to exchange certain information that may be considered confidential. To ensure the protection of such information and in consideration of the agreement to exchange said information, the parties agree as follows:

1. The confidential information to be disclosed by us under this Agreement as ("Confidential Information") can be described as and includes:
Technical and business information relating to OADO UK proprietary ideas, patentable ideas copyrights and/or trade secrets, existing and/or contemplated products and services, software, schematics, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure.

In addition to the above, Confidential Information shall also include, and you shall have a duty to protect, other confidential and/or sensitive information which is (a) disclosed by us in writing whether marked as confidential (or with other similar designation) at the time of disclosure or not; and/or (b) disclosed by us in any other manner whether or not identified as confidential at the time of disclosure.

2. You shall use the Confidential Information only for the purpose of evaluating potential business and investment relationships with us.
3. You shall limit disclosure of Confidential Information within its own organisation to its directors, officers, partners, members and/or employees having a need to know and shall not disclose Confidential Information to any third party (whether an individual, corporation, or other entity) without the prior written consent of OADO UK Chief Inspector. You shall have satisfied its obligations under this paragraph if it takes affirmative measures to ensure compliance with these confidentiality obligations by its employees, agents, consultants and others who are permitted access to or use of the Confidential Information.
4. This Agreement shall not be construed as creating, conveying, transferring, granting or conferring any rights, license or authority in or to the information exchanged, except the limited right to use Confidential Information specified in paragraph 2. Furthermore, and specifically, no license or conveyance of any intellectual property rights is granted or implied by this Agreement.
5. Neither party has an obligation under this Agreement to purchase any service, goods, or intangibles from the other party. We may, at our discretion, use our own information, to offer products and/or services for sale and modify them or discontinue sale at any time. Furthermore, both parties acknowledge and agree that the exchange of information under this Agreement shall not commit or bind either party to any present or future contractual relationship (except as specifically stated herein), nor shall the exchange of information be construed as an inducement to act or not to act in any given manner.
6. Neither party shall be liable to the other in any manner whatsoever for any decisions, obligations, costs or expenses incurred, changes in business practices, plans, organisation, products, services, or otherwise, based on either party's decision to use or rely on any information exchanged under this Agreement.
7. This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information and supersedes any prior agreements, understandings, or representations with respect thereto. Any addition or modification to this Agreement must be made in writing and signed by OADO UK Chief Inspector.

7. Acceptance of this Disclaimer

You acknowledge that you have read this Disclaimer and agree to all its terms and conditions. By accessing and using the Materials you agree to be bound by this Disclaimer. If you do not agree to abide by the terms of this Disclaimer, you are not authorised to access or use the Materials and membership can be revoked effective immediately.

Print name: _____ Signature: _____ Date: _____

Contacting us:

If you would like to contact us to understand more about this Disclaimer or wish to contact us concerning any matter relating to it, you may send an email to: nda@organizationforhumanrightsdefence.org

Volunteer Contract Agreement of Services

Please note this contractual agreement will be completed, if both parties agree, at a later stage of the recruitment process.

Organisation: Organization for Human Rights Defence UK (OADO UK)

We, Organization for Human Rights Defence UK, agree to accept the services of

_____ [Volunteer's name]

Beginning _____ [Date]

Six months' probation review _____ [Date]

And we commit

1. To provide information, training, and assistance
2. To ensure supervision and provide job assessment and feedback
3. To respect the skills and individual needs of the volunteer.

Volunteer

I, _____ [volunteer's name], agree to serve as a volunteer and commit

1. To perform volunteer duties to the best of my ability.
2. To follow the Organisation's rules, policies, and procedures, including recordkeeping requirements and confidentiality of the Organisation and all client information.
3. To meet time and duty commitments or to provide adequate notice so that alternate arrangements can be made.

Agreement:

Volunteer's Name:

Volunteer's Signature:

Date: _____

Member/Staff Representative Name

Member/Staff Representative Signature

Date: _____

Equal Opportunities Policy

Rehabilitation of Offenders Act 1974 Policy Statement

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), OADO UK complies fully with the [Code of Practice](#) and undertakes to treat all applicants for positions fairly. OADO UK undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

OADO UK can only ask an individual to provide details of convictions and cautions that OADO UK are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), OADO UK can only ask an individual about convictions and cautions that are not protected.

Equal Opportunities Policy

OADO UK is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

OADO UK has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

OADO UK actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. OADO UK select all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

OADO UK ensures that all those in OADO UK who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. OADO UK also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, OADO UK ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. **Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.**

OADO UK makes every subject of a criminal record check submitted to DBS aware of the existence of the [Code of Practice](#) and makes a copy available on request.

OADO UK undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Further information regarding conviction information

On the 29 May 2013, legislation¹ came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

1 See Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013; and Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013.

In addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions.

All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.

Volunteer Agreement

Background Check

By mutual agreement the extent of background checks are for the sole purpose conducting due diligence checks relevant to the role and responsibilities to be undertaken.

I hereby agree and give permission for OADO UK to perform relevant checks on my background.

- Criminal Record
- Driving Record
- Employment/Volunteer verification
- History / Credit Reports
- Educational/Certificate Verification

I understand that I do not have to agree to this background check. However, refusal to do so may exclude me from consideration for some types of volunteer positions. All such information collected during the check will be kept confidential.

I hereby also extend my permission to those individuals or organisations contacted for the purpose of this background check to give their full and honest evaluation of my suitability for the described volunteer work and other such information, as they deem appropriate.

REHABILITATION OF OFFENDERS

The Rehabilitation of Offenders Act 1974 allows most **convictions** (and cautions) to be considered spent after a specified period of time. Once a caution or conviction is spent the person is considered rehabilitated and the ROA treats the person as if they had never committed an offence.

Prior to commencement of work, if this involves direct work with people, you will be required to undergo a check through the Criminal Records Bureau. As there may be some time delay before this is fully processed, please sign the disclaimer below:

I confirm that there are no convictions either outstanding or "spent" against myself.

Name: _____

Signed: _____

Date: _____

Types of Background Checks & Sources of Information

Types	Positions To Be Screened	Sources of Information
<p><i>Criminal Records</i> Use to determine if an individual has any recorded information under his or her name and date of birth pertaining to criminal convictions.</p>	<p>Any position in which the volunteer will:</p> <ul style="list-style-type: none"> • Carry a weapon • Drive a vehicle • Have access to drugs • Have access to master keys or other security mechanisms • Work with women, children, or vulnerable clients. 	<p>Country UK: https://www.onlinedbschecks.co.uk/ https://www.gov.uk/dbs-check-applicant-criminal-record County, State, and Federal courts www.volunteersselect.com www.ussearch.com www.rapsheets.com</p>
<p><i>Department of Corrections Records</i></p>	<p>Same as <i>Criminal Records</i></p>	<p>Most States have a Web site where a free search can be conducted</p>
<p><i>National Wanted Fugitive Search</i></p>	<p>1. Same as <i>Criminal Records</i></p>	<p>2. Most States have a Web site that lists the top wanted fugitives</p>
<p>3. <i>Motor Vehicle Records</i> 4. Use to obtain information on arrest warrants issued for failure to pay traffic fines, alcohol or illegal drug convictions, and accidents.</p>	<p>5. Any position in which the volunteer will drive a vehicle.</p>	<p>6. State Department of Motor Vehicles www.volunteersselect.com www.ussearch.com www.rapsheets.com</p>
<p>7. <i>Employment Verification</i> 8. Use to verify past employment listed on volunteer application, including job title, length of employment, salary, reason for termination, and rehire status.</p>	<p>9. All volunteers who have an employment history or are currently employed.</p>	<p>10. Companies and organisations listed on the volunteer's application</p>
<p>11. <i>Credit Reports</i> 12. Use to obtain a credit/financial profile of an applicant (allowed under the Fair Credit Reporting Act).</p>	<p>13. Any position in which the volunteer will have access to money or valuables.</p>	<p>14. www.volunteersselect.com www.ussearch.com</p>
<p>15. <i>Educational References and Diploma Verification</i></p>	<p>16. Professional volunteers.</p>	<p>17. Colleges and universities listed on the volunteer's application</p>
<p>18. <i>Professional License Certification</i></p>	<p>19. Mental health volunteers, physicians, nurses, lifeguards, massage therapists, cosmetologists.</p>	<p>20. Professional organisations listed on the volunteer's application</p>

Section to be completed by OADO UK: Executive Administrative HR Department

Document Required	Date Requested	Date Received
Application form		
CV/Profile/Portfolio		
Qualifications/Certificates/Nos.		
DBS & Background Check Report		
References x 3		
Passport		
NDA signed		
DBS & Background Check Report		