



## UNITED NATIONS - ECOSOC

### ORGANIZATION FOR HUMAN RIGHTS DEFENCE (OADO)

**PRESIDENT:** Ph. Dr. Florentin Scaletchi  
**HEAD OFFICE ROMANIA:** Strada Poiana Cu  
Aluni 2, Bucuresti  
**TELEPHONE:** (+4) 072 363 4230  
**WEBSITE:** <https://www.oado.ro>

**LONDON OFFICE:** Kemp House, 152-160, City Road, London  
EC1V 2NX  
**TELEPHONE:** (+44) 0330 133 3977  
**EMAIL:** [info@organizationforhumanrightsdefence.org](mailto:info@organizationforhumanrightsdefence.org)  
**WEBSITE:** <https://organizationforhumanrightsdefence.org>

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](mailto: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: IT Digital Technician**  
**Ref: OADO-013**

# OADO UK

## Volunteer Application Pack

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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](mailto: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](mailto: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

**LONDON OFFICE:** Kemp House 152 - 160 City Road London EC1V 2NX  
**WORLDWIDE TELE NO:** (+44) (0)203 916 5548 / **LOCAL:** 0330 133 3977  
**EMAIL:** info@organizationforhumanrightsdefence.org

# Volunteer Position Required Role Description & Personal Specification

Component	Description
<b>Position Ref:</b>	<b>OADO-013</b>
<b>Position Title / Role</b>	IT Digital Technician
<b>Purpose</b>	To contribute to the development and implementation of IT digital and technical systems for the AR Institute and OADO UK.
<b>Key Responsibilities</b>	To provide essential digital, technical support, track, evaluate build and deliver tools to complete assigned tasks. To assist with the efficiency of staff/members engagement, reduce costs and yet improve data management. To collaborate with project managers and teams to obtain goals within timelines and milestones. A positive, visionary and creative team player.
<b>Location</b>	Remote working i.e., from home.
<b>Supervision</b>	Communication director and other department heads; weekly online meetings and/or calls (tba).
<b>Start Date &amp; Length of Appointment</b>	Immediate start 6 months' probation – ongoing appointment if satisfactory.
<b>Time Commitment</b>	5 - 8 hours/month; time may be extended to complete tasks and project deadlines.
<b>Qualifications</b>	Digital Technical qualifications. Knowledge and experience of the use of a range of digital pathways, design, web authoring software and productivity tools, including MS 365, Moodle, Blackboard Collaborate (desirable). Cloud platforms, sales force analysts or equivalent, knowledge of coding, HTML, CSS, WCAG or equivalent Web 2 Technologies, Adobe CS (desirable)
<b>Benefits</b>	Reimbursement of out-of-pocket expenses, by prior arrangement with Communication Director. Access to continuous training & volunteer awards.
<b>Support Provided</b>	Members and Volunteer Handbook; onboarding, induction and orientation sessions with department guidance.

## Role Description

The IT Digital Technicians role requires the ability of a professional learning technologist expert, willing to guide, provide advice and have demonstrative engagement skills on a fundamental level in the support and administration of the OADO objectives and goals.

The role will involve working with a range of professional staff to develop high quality learning resources and designs. With Key digital skills, the opportunity is presented to develop, enhance techniques such as, KPI, Cloudxlab experiences and endorsements as well as additional G-Tech Institutions as they move the evolution of the AR Institute and OADO UK.

## Personal Specification

We are looking for a creative, self-motivated person who can also contribute to the technological development of the AR Institute education and training curriculum. You should have a recognised qualification and some experience working within the relevant field and have the ability to provide Technology Solutions as is conducive to a demanding and evolving organisation such as this.

- A recognised and accredited teaching qualification, e.g. PG, A+ or Linux+ Certifications (desirable).
- Experience troubleshooting systems and proficient in database programming and software installation.
- In-depth knowledge and testing abilities of MAC and OS systems and productivity tools, including MS 365, Moodle, Blackboard Collaborate (desirable). Some knowledge of HTML, CSS, WCAG (desirable), Web 2 Technologies, Adobe CS (desirable).
- Knowledge of KPI, Cloudxlab and other G-Tech applications to interface.
- Good understanding of and familiarity with a range of different content delivery mechanisms, e.g. (web, mobile, podcast etc.), dynamic and collaborative resource development (blogs, wikis etc.).
- Knowledge and/or interest of pedagogies for online and distance learning.
- General digital media production skills to produce online guidance and resources.
- An interest in and knowledge of art and design disciplines and discourses (desirable).
- An interest and knowledge of Creative Technologies (desirable).
- Personally effective and achievement driven to support the Organisation.
- 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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All specific medical questions should be presented to your own health care provider and you should seek medical advice regarding your health and before starting any nutrition, weight loss or any other type of workout programme.

If you choose to use the information available in the eBook/Manuals without prior consultation with and consent of your physician, you are agreeing to accept full responsibility for your decisions and agreeing to hold harmless OADO UK, its agents, employees, contractors, and any affiliated companies from any liability with respect to injury or illness to you or your property arising out of or connected with your use of this information.

There may be risks associated with participating in activities presented in the eBook/Manuals and practical workshops for people in good or poor health or with pre-existing physical or mental health conditions. If you choose to participate in these risks, you do so of your own free will and accord, knowingly and voluntarily assuming all risks associated with such activities.

The results obtained from the information available in the eBook/Manuals may vary, and will be based on your individual background, physical health, previous experience, capacity, ability to act, motivation and other variables. There are no guarantees concerning the level of success you may experience.

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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.



# 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, legislation<sup>1</sup> 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"> <li>• Carry a weapon</li> <li>• Drive a vehicle</li> <li>• Have access to drugs</li> <li>• Have access to master keys or other security mechanisms</li> <li>• Work with women, children, or vulnerable clients.</li> </ul>	<p>Country UK: <a href="https://www.onlinedbschecks.co.uk/">https://www.onlinedbschecks.co.uk/</a> <a href="https://www.gov.uk/dbs-check-applicant-criminal-record">https://www.gov.uk/dbs-check-applicant-criminal-record</a> County, State, and Federal courts <a href="http://www.volunteersselect.com">www.volunteersselect.com</a> <a href="http://www.ussearch.com">www.ussearch.com</a> <a href="http://www.rapsheets.com">www.rapsheets.com</a></p>
<i>Department of Corrections Records</i>	Same as <i>Criminal Records</i>	Most States have a Web site where a free search can be conducted
<i>National Wanted Fugitive Search</i>	1. Same as <i>Criminal Records</i>	2. Most States have a Web site that lists the top wanted fugitives
<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>	5. Any position in which the volunteer will drive a vehicle.	6. State Department of Motor Vehicles <a href="http://www.volunteersselect.com">www.volunteersselect.com</a> <a href="http://www.ussearch.com">www.ussearch.com</a> <a href="http://www.rapsheets.com">www.rapsheets.com</a>
<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>	9. All volunteers who have an employment history or are currently employed.	10. Companies and organisations listed on the volunteer's application
<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>	13. Any position in which the volunteer will have access to money or valuables.	14. <a href="http://www.volunteersselect.com">www.volunteersselect.com</a> <a href="http://www.ussearch.com">www.ussearch.com</a>
15. <i>Educational References and Diploma Verification</i>	16. Professional volunteers.	17. Colleges and universities listed on the volunteer's application
18. <i>Professional License Certification</i>	19. Mental health volunteers, physicians, nurses, lifeguards, massage therapists, cosmetologists.	20. Professional organisations listed on the volunteer's application

## 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		