**Application to join the volunteer team at Radley Village Shop**

Thank you for your interest in becoming a volunteer at Radley Village Shop. We hope to welcome you to our team.

**Please fill in your contact details below and your availability to work overleaf.**

Please either email your completed form to [training@radleyvillgshop.com](mailto:training@radleyvillgshop.com), or print it out and bring it to the Shop in an envelopment marked ‘FAO Volunteer Trainer’.

The Volunteer Trainer will be in touch to arrange a suitable time for your initial training. Note we reserve the right to seek references.

Name: ………………………………………………………………………..

Address: ……………………………………………………………………..

………………………………………………………………………………....

Postcode: …………….

Contact telephone number: ……………………………………………….

Email address: …………………………………………………………………

Signed: ……………………………………………………………………………

Date form completed ……………………………………………………….

**Data protection**

The personal data supplied by volunteers are used to:

* contact volunteers about shop matters, including sending them via email the regular volunteers’ newsletter
* draw up the weekly shift rota
* circulate emails about unfilled shifts to those volunteers happy to receive them

Our purpose is to ensure the smooth and efficient running of Radley Village Shop, including meeting our commitment to have two members of staff on duty at all times.

The Shop’s full privacy policy is available on its website ([radleyvillageshop.com](https://radleyvillageshop.com/)).

*PTO to complete filling in the form*

**Availability to work**

Shift times are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Shift** | **1** | **2** | **3** | **4** |
| **Mon–Fri** | 06.30–09.00 | 09.00–11.45 | 11.45–14.30 | 14.30-17.30 |
| **Sat** (Shift 1A) | 07.30–10.15 | 10.15–12.30 |  |  |
| **Sat** (Shift 1B) | 08.30–10.15 | 10.15–12.30 |  |  |
| **Sun** | 08.00–10.15 | 10.15–12.30 |  |  |

Please write below the days and shifts you are most likely to be available.

Please circle your answer to the following questions:

|  |  |
| --- | --- |
| Would you like to have a regular shift (e.g. weekly or fortnightly)? | Yes / No |
| Would you be happy to receive emails from the Rota Manager listing unfilled future shifts? | Yes / No\* |

\* If ‘No’ and you don’t have a regular shift, you will need to come to the shop to check the rota to see if there is an unfilled shift you could sign up for.

We hope you enjoy working in Radley Village Shop.

Please get in touch if you have any questions.

**Sally and Julie  
Rota Managers**

**rota@radleyvillageshop.com**

10 March 2025