

### Information for Applicants

#### 1.0 Mission Statement of Southside Housing Association

At Southside Housing Association our mission is to provide quality, affordable homes and to work with communities and partners to maintain safe and popular neighbourhoods.

#### 2.0 What does the Association Do?

2.1 Southside Housing Association is a group of companies, divisions and enterprises based around the core business of housing association work. This includes:-

- Southside Housing Association
- Southside Factoring and Related Services Ltd
- Southside Housing Support Services
- Glasgow Care and Repair

#### 3.0 Guidance on Completing the Application Form

3.1 It is our intention to appoint the most suitable candidate for every vacancy in accordance with our Equal Opportunities Policy. The information you provide in your application is the only information we will use in deciding whether or not you are shortlisted for an interview and it will be used as a basis for the interview itself. The form should be typed or completed in black ink suitable for photocopying. Please do not send your Curriculum Vitae

3.2 One of your referees should be your current or last employer. Where you have not worked for some time, you may wish to give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job.

3.3 The Association wishes to compare your experience, skills and knowledge with its requirements. You should therefore, try to show in the part of the form headed "Requirements" how you satisfy these in accordance with the person specification which is attached and numbered. This does not have to be from paid work, but can be from other experience. The Selection Panel will consider candidates who do not meet all the requirements, therefore please complete all sections as appropriate.

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- 3.4 It is not for the selection panel to make assumptions about the nature of work you have done from the list of job titles. It is therefore important that you use the space provided to detail your experience and skills. It is also not sufficient to say that you meet the criteria, you must demonstrate this to the panel. If selected for interview, you will be expected to expand on this information provided in your application.
- 3.5 If you are related to any member of staff, committee members, consultants, contractors or suppliers to the Association, this must be clearly stated on the relevant part of the form.

### **4.0 Data Protection**

- 4.1 Applicants are advised that all or any of the information contained in or derived from their application may be retained in both manual and computerised format for the purposes of recruitment administration, the production of statistical data related to recruitment or equality issues and, on appointment, personnel, payroll and pension administration.
- 4.2 In the case of unsuccessful applicants, manual information may be retained for a maximum of six months.

### **5.0 Equality in Employment**

- 5.1 The Association recognises that in society certain groups and individuals have suffered and continue to suffer direct and indirect discrimination. We are committed to oppose any discrimination on the basis of gender, marital status, responsibility for children or dependants, gender reassignment, race, colour, ethnic/national origin, nationality, religion or beliefs, political beliefs, disability, age, sexual orientation, offending background, trade union activities or any other factor which could lead to the experience of discrimination.
- 5.2 The Association strives to ensure that the recruitment, selection, training, consideration for promotion and general treatment for those who work within the organisation are available to all without unfair discrimination and to ensure that no one is disadvantaged in any of these matters by conditions or requirements that cannot be shown to be justifiable.

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### **6.0 Applicants with Convictions**

- 6.1 The fact that a person has a criminal record is frequently irrelevant to the post for which they wish to be considered. The Association will, therefore only apply for a Disclosure Scotland Check where it is deemed necessary and at a level appropriate to the post.
- 6.2 Criminal records will be taken into account for recruitment purposes only where the conviction is relevant. Unless the nature of the work demands it, you will not be required to disclose convictions which are “spent” under the rehabilitation of offenders Act 1974. Having an unspent conviction will not necessarily bar you from employments. This will depend on the circumstances and background to the offence(s).

### **7.0 The Right to Work in the UK**

- 7.1 The Association requires evidence of every applicant’s right to work in the UK to ensure that your application is suitable for consideration. It is the Association’s policy, therefore, to ask all candidates to bring either them evidence of their right to work in the UK. Candidates selected for interview will be sent further information about this.