 APPLICATION FOR EMPLOYMENT

The information that you supply in this application form will enable the interview panel to decide whether to invite you to an interview. Whilst not all sections may be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration.

The information provided within your application form will be processed in accordance with the Data Protection Act 1998. Please note that the first two pages **will not** be shown to the shortlisting panel.

|  |  |
| --- | --- |
| **Post applied for:** | **Housing Officer** |
| **Closing date for receipt of applications:** | **Friday 5th July at 12 noon** |

**Applications received after this time will NOT be considered**

**Applications must be clearly written in black ink or typed.**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Address where we can write to you** |  |
| **Postcode** |  |
| **E-mail Address** |  |
| **Daytime Telephone No.** |  |
| **Home Telephone No.** |  |

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

We are committed to being an Equal Opportunities Employer and do not discriminate in any way. If you consider yourself to have a disability, are there any arrangements that we can make to assist/adapt, for you, if you are called to interview or if successfully employed? Please give details below.

**REFERENCES**

|  |  |  |
| --- | --- | --- |
|  | **Reference 1** | **Reference 2** |
| **Name** |  |  |
| **Job Title** |  |  |
| **Company Name** |  |  |
| **Company Address** |  |  |
| **E-mail Address** |  |  |

**ASYLUM & IMMIGRATION ACT 1996**

*The Asylum and Immigration Act 1996 makes it an offence to employ anyone who is not entitled to live or work in the EU. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the EU. Appropriate documentation may include the original of your current passport, or birth/ marriage certificate and National Insurance Number [found on NI Card/ P45/P60 etc].*

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Do you currently have the right to work and live in the EU? |  |  |

**DECLARATION**

*I have read this application form fully and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

**QUALIFICATIONS**

**SECONDARY EDUCATION (please list subjects passed)**

|  |  |  |  |
| --- | --- | --- | --- |
| Nationals / Intermediates  or equivalent | Grade | Higher Grade or equivalent | Grade |
|  |  |  |  |

**FURTHER EDUCATION**

|  |  |  |
| --- | --- | --- |
| University or further education establishment | Course(s) & Subject studied | Degrees, Diplomas , Certificates obtained |
|  |  |  |

**PROFESSIONAL QUALIFICATIONS**

|  |  |
| --- | --- |
| Name of awarding body | Qualifications obtained, Membership of Professional Institution etc |
|  |  |

**TRAINING COURSES**

**Please give details of any relevant short courses or training undertaken**

|  |  |
| --- | --- |
| Course(s) Undertaken | Provider(s) |
|  |  |

**COMPUTER SKILLS (please detail your experience)**

|  |
| --- |
|  |

**DRIVING LICENCE**

(Please Mark as appropriate)

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Do you possess a full current driving licence? |  |  |
| Do you have access to a car for work purposes? |  |  |
| Are you insured for business purposes? |  |  |

**PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name & Address of  Employer | Date From |  | | Date To |  |
|  | Position Held | |  | | |
| Salary and other benefits/payments | |  | | |
| Notice Required | |  | | |
| Reason For Leaving | |  | | |
| Nature of Post (please describe your main duties): | | | | | |

**EMPLOYMENT HISTORY**

Please give details of your previous work. This can be paid work, voluntary work or work from home. Start with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of  previous employer(s) | From  Month/Year | To  Month/Year | Position Held, Main Duties and Reason for Leaving |
|  |  |  |  |

The Association wishes to compare your experience, skills and knowledge with its requirements. You should therefore, try to show in the following part of the form 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. Please complete all sections as appropriate.

**REQUIREMENTS:**

|  |  |
| --- | --- |
| **Experience, Knowledge & Understanding** | |
| Experience of delivering housing management services in a multi-tenure environment |  |
| Experience of working in social housing in either a local authority, housing association or voluntary sector role; entailing all aspects of housing management (e.g. anti-social behaviour, estate management, rent account management etc.) |  |
| Experience of allocations within a Social Housing and Mid-Market Rent environment |  |
| Extensive experience of rent arrears collection and tenancy management |  |
| Ability to produce appropriate performance monitoring information and to report to senior staff and the Management Committee as required |  |
| Sound knowledge of current legislation relating to Social Housing and Mid-Market Rent. |  |
| An understanding of the different legal and regulatory frameworks for different tenures |  |
| Experience of working with a wide range of external partners to provide wider support to customers |  |
| **Qualifications and Training** | |
| The post holder should either have, be working towards or be willing to work towards the Post Graduate Diploma in Housing Studies or an equivalent qualification. |  |
| Professional membership of the Chartered Institute of Housing, or similar |  |
| Educated to Degree level |  |
| **Skills and Abilities** | |
| Excellent interpersonal and communication skills (written and verbal) |  |
| Competent in the use of computerised systems i.e. Microsoft 365 / Sharepoint / Housing Management system |  |
| Ability to use initiative and use internal and external resources to resolve local issues |  |
| A valid driver’s licence and access to a vehicle for business use. |  |
| A commitment to continuous professional development (CPD), including a willingness to develop knowledge and skills in required areas. |  |
| **Personal Features/ Qualities Essential Desirable** | |
| Understanding of, and commitment to, the aims, values and principles of Southside Housing Association |  |

**ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION**

*Please provide any relevant information not covered elsewhere on this form, which may include other activities e.g. voluntary work, major achievements, projects to date and indicate how this will enable you to contribute further to this post.*

**RELATIONSHIP TO STAFF MEMBERS**

If you are related to any employee of Housing Association or anyone who has been employed as a staff member or has been engaged as a supplier, consultant or contractor in the last 12 months, please provide details:

**RELATIONSHIP TO COMMITTEE MEMBERS**

In terms of Schedule 7 of the Housing (Scotland) Act 2001 (and as amended) Housing Association is able to employ close relatives of past Committee members, only if certain conditions are satisfied. If you are related to a Committee member of Housing Association or anyone who has been a Committee member in the last 12 months, please provide details:

**REHABILITIATION OF OFFENDERS ACT 1974**

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made.

**CANVASSING**

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal.

**CONFIRMATION OF QUALIFICATIONS**

If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

**ADVERTISEMENT SOURCE**

|  |  |
| --- | --- |
| Where did you see this post advertised? |  |

**When completed this form can be returned by e-mail to: recruitment@southside-ha.co.uk**

Alternatively, by post to: Southside Housing Association

Southside House

135 Fifty Pitches Road

Glasgow G51 4EB

(Please affix the required postage for weight/size of envelope if returning by post)

(If returning the application form by e-mail please note that there is no need to also post a hard copy. If shortlisted, you will be asked to sign your application form at interview.)

5th July at 12 noon

**Please note the closing date for applications is:**

**EQUAL OPPORTUNITIES MONITORING FORM  
(Completion of this form is voluntary and the contents will remain anonymous)**

Southside Housing Association is committed to equal opportunities in employment, regardless of: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation.

We would therefore ask you to please complete the following questionnaire to help us ensure that we are reaching all sections of the community, and to check the effectiveness of our recruitment practices.

All information will be treated in the strictest confidence, in line with requirement of Data Protection Act 1998, and will not affect your application.

**Gender:** Female Male Trans Gender

**Disability: Do you consider yourself to have a disability/special needs?**

Yes No

**Ethnic Origin: Please choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.**

**A White B Mixed C Asian or Asian D Black or Black**

**Scottish/British Scottish/British**

English Any mixed Indian Caribbean

Scottish background Pakistani African

Welsh Bangladeshi Other black

Irish Chinese

Polish Other Asian

Gypsy Traveller

Other white

**E Other ethnic group**  Prefer not to say Arab, Arab Scottish/British

Any other ethnic group (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Religion:** I would describe my religious background/belief as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

None I prefer not to say

**Sexual Orientation:**

Bi-sexual Gay/Lesbian Heterosexual/Straight Prefer not to say

**Age:** **Please indicate your age group.**

16 - 24 25 - 34 35 - 44 45 - 54 55 - 64 65 & over

**Where did you see this post advertised?**

Herald S1jobs.com EVH Bulletin EVH Website Word of mouth

Internal Notice Other If other please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_