

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:** | HANDYPERSON (SESSIONAL) |
| **Closing date for receipt of applications:** | FRIDAY 2ND OCTOBER 2020 AT 5.00PM |

**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 / Intermediatesor 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 ofEmployer | 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 ofprevious employer(s) | FromMonth/Year | ToMonth/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:**

|  |  |
| --- | --- |
| **1.1** Minimum three years full time handyperson / building trade experience of carrying out a range of repairs (this may be single or multi-discipline). |  |
| **1.2**Successful completion of a relevant trade apprentice and relevant qualification e.g. City & Guilds, SVQ in a relevant trade or discipline. |  |
| **1.3**Experience of managing your own workload in an effective and efficient way  |  |
| **1.4**A full, clean driving licence is required as the post holder will be required to drive a company vehicle.  |  |
| **1.5**Multi-Discipline building trade experience  |  |
| **2.1** Understanding of the needs of older people and people with a disability. |  |
| **2.2** Experience of providing support and guidance to other staff, e.g. apprentices, trainees.  |  |
| **2.3** Ability to demonstrate experience of working collaboratively with other agencies. |  |
| **2.4** Excellent written and verbal communications skills and sound numeric skills are essential as are basic word processing and keyboard skills. |  |
| **2.5** The ability to deal with challenges and problems in a calm and efficient manner. |  |
| **2.6** A caring but professional approach to work and a positive attitude to people with complex needs. |  |
| **2.7** .A well organised person, able to work on their own initiative, to perform as part of a team. |  |
| **2.8** A flexible approach to working in a demanding environment and an ability to prioritise demands on your time and the time of others. |  |
| **2.9** An understanding of GDPR / confidentiality issues. |  |
| **2.10** Excellent interpersonal skills, the ability to build a rapport with customers, respond to their varied needs and to develop positive working relationships with internal and external colleagues |  |
| **2.11** A good understanding and direct experience of housing, social care and health services. |  |
| **2.12**Knowledge of issues affecting older people and their carers and how this can impact on you when working in their home.  |  |
| **2.13**The person will have experience of engaging with older people, preferably in a housing or community based context. |  |
| **2.14**Experience of working with or as a volunteer. |  |
| **2.15**Minority ethnic language skills e.g. Punjabi, Urdu, Arabic etc |  |
| **3.1**A person centred approach to service delivery.  |  |
| **3.2**Commitment to Diversity and Equal Opportunities |  |

**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**

The 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 please return 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.)

**Please note the closing date for applications is: FRIDAY 2ND OCTOBER 2020 AT 5.00PM**

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_