

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:** | CARE & REPAIR ADMIN (PART TIME) |
| **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** A minimum of three years recent, direct experience of working in a busy office in a customer focused/service role. |  |
| **1.2**SVQ Level 3 /HNC in Business Administration or equivalent qualification, or qualified by significant relevant experience. |  |
| **1.3**Experience of prioritising and diary management of a busy workload to ensure delivery to schedule/demand. |  |
| **1.4**Experience of financial administration e.g. petty cash management, cash handling and card payment systems e.g. Worldpay |  |
| **2.1** Strong telephone and face to face communication skills. |  |
| **2.2** Be computer literate with strong working knowledge of Microsoft windows based programmes and proficient word processing skills. |  |
| **2.3** Ability to plan and manage own work and meet deadlines. |  |
| **2.4** Ability to work independently and use initiative when required and to work collaboratively as part of a small team. |  |
| **2.5** Ability to work under pressure and to ensure that you meet your own and other team deadlines are met. |  |
| **2.6** Experience of negotiating and planning with customers, staff from other agencies and contractors to facilitate work being undertaken |  |
| **2.7** .Knowledge of issues affecting older people, people with disabilities and their carers and the challenges this can present for them.  |  |
| **2.8** A well organised person, able to work on their own initiative as well as part of a team.  |  |
| **2.9** An understanding of confidentiality issues and GDPR |  |
| **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** Experience of working as a volunteer or with volunteers.  |  |
| **2.12**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_