



Employment Application Form

Ref:

IN CONFIDENCE - PLEASE COMPLETE ALL SECTIONS

Position applied for:	
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1. PERSONAL DETAILS			
Surname:		Initial(s):	
Address:			
Postcode:			
Office Telephone No:	Home Telephone No:		
Mobile Telephone No;			
E-Mail Address (Work):			
E-Mail Address (Home):			
National Insurance Number:			
Do you need a work permit or sponsorship to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Please provide passport or national identity card number			

2. GENERAL	
Can we ring you at work?	
Do you have a full current driving licence?	
Do you have access to a car?	

3. REFERENCES	
Please give the names, addresses and telephone numbers of two people whom we may apply to for references. Rural Stirling Housing Association does not accept references from family members.	
Reference 1 (present or most recent employer):	
Occupation:	
Name:	
Address:	
Telephone No:	
E-Mail Address:	
What relationship is this person to you?	
May we contact this referee prior to interview? Please tick relevant box: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Reference 2	
Occupation:	
Name:	
Address:	
Telephone No:	
E-Mail Address:	
What relationship is this person to you?	
May we contact this referee prior to interview? Please tick relevant box:	Yes <input type="checkbox"/> No <input type="checkbox"/>

4. AVAILABILITY	
Are you available on the proposed interview date?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is your notice period, if applicable:	

5. EDUCATION AND QUALIFICATIONS		
Please list any qualifications obtained:		
Subject	Class/Grade Result	Qualifications Obtained

6. JOB RELATED TRAINING COURSES	
Please list any training/short courses you have taken that you consider relevant to this post	
Professional Qualifications Held:	
Professional Body:	
Level of Membership:	
Date of Registration:	

7. PRESENT EMPLOYMENT (or if now unemployed, details of last employment)	
Employer's Name:	
Address:	
From:	
To:	

Job Title:	
Current Salary:	£
Please give a description of your present job including main responsibilities/key tasks:	
Please give your reasons for seeking new employment:	
8. PREVIOUS EMPLOYMENT (please continue on a separate sheet, in this format, if necessary)	
Please give details of your previous paid or unpaid work or any other relevant experiences that you would like to mention, starting with the most recent:	
Employer:	
Salary:	
Job Title/Duties	
Reason for Leaving:	

Employer:	
Salary:	
Job Title/Duties	
Reason for Leaving:	

Employer:	
Salary:	
Job Title/Duties:	
Reason for Leaving:	

9. OTHER OCCUPATION (please continue on a separate sheet, in this format, if necessary)

Please give details of any gaps not accounted for in your above education or employment, starting with the most recent:

Dates	Reason for gap

10. SPECIFIC QUESTIONS

Rural Stirling Housing Association wishes to compare your experience, knowledge and skills with its specific requirements in the Person Specification. You should therefore demonstrate in the following part of the form how you satisfy the experience, knowledge and skills and experience required for this post.

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 (please continue on a separate sheet(s) if necessary).

You should give evidence to demonstrate your skills and knowledge by describing actual examples of your experience:

- a) Track record of success in all key aspects of housing management including achievement of individual and team objectives

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b) Putting customers first and achieving high levels of customer satisfaction. Include examples of successful customer engagement

c) Experience of working with community organisations and agencies to solve problems and improve local conditions and services.

d) Ability to work using own initiative to find solutions

e) Proficient in the use of Microsoft Office systems and housing management software

f) Ability to multi task, plan and organise workload to meet deadlines and agreed timescales

g) Flexible and enthusiastic approach to work

11. SUMMARY OF RELEVANT EXPERIENCE (please continue on a separate sheet if necessary)

Please summarise how your overall knowledge, skills and experience make you a suitable candidate for this post:

12. OTHER INFORMATION (please continue on a separate sheet if necessary)

Please supply any other information about yourself which you consider will support your application:

13. POTENTIAL CONFLICTS OF INTEREST

Do you have any business commitment which makes demands upon your time or which have the potential to represent a conflict of interest with the job you are applying for? If so, please give a brief description:

14. REHABILITATION 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 provisions 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 which will only be reviewed if an offer of employment is being made.

15. DISABILITY

We are committed to the employment and career development of disabled people. To demonstrate our commitment, we guarantee an interview to anyone with a disability whose application meets the minimum essential criteria for the post at the short-listing stage. The Disability Discrimination Act, 1995 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

Please tick this box if you consider yourself disabled as defined by the Disability Discrimination Act 1995.

16. ENTITLEMENT TO WORK IN THE UK

The Immigration, Asylum and Nationality Act 2006 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, visa, birth certificate or any other document (or combination of documents) indicated by the Act.

Do you currently have the right to live and work in the European Union? YES/NO (please delete as appropriate)

17. HOUSING (SCOTLAND) ACT 2001

If you are related to any Board Member or Employee of Rural Stirling Housing Association, or anyone who has been employed in the last 12 months, please provide details below:

Are you related to any consultant or supplier of Rural Stirling Housing Association? Yes No

If YES, please provide details:

18. DATA PROTECTION ACT 1998

You may be asked to provide original documentary evidence of qualifications that you possess. In accordance with the Data Protection Act 1998, the information that you provide us with for the purposes of recruitment and selection shall be stored confidentially and disposed of confidentially after 6 months have elapsed and will not be disclosed to any other party.

19. CANVASSING

Please note that canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment, we may invoke disciplinary action that may lead to your dismissal.

20. CONFIRMATION OF QUALIFICATIONS

If you are offered the post you will be required to provide the original certificate(s) of all qualifications referred to in this application before the offer is finalised. This extends to membership of professional bodies.

21. DECLARATION

I confirm that:

- a) to the best of my knowledge, the information given in this application form is correct and complete
- b) 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.

If you have e-mailed the application back, you will be asked to sign it if called for interview

Signed:

Date: