

**Rural Stirling Housing Association Ltd**  
Stirling Road, Doune FK16 6AA  
Tel: 01786 841101  
Email: [enquiries@rsha.org.uk](mailto:enquiries@rsha.org.uk)  
Web: [www.rsha.org.uk](http://www.rsha.org.uk)



November 2019

Dear Applicant

**Application for Employment as Housing Officer**

Thank you for your enquiry concerning the above post. The application pack consists of the following documents:

- a) Application form
- b) Job Profile
- c) Equal Opportunities monitoring form
- d) RSHA Organisation structure
- e) Summary of conditions of service
- f) Guidance notes

Please return the forms, marked 'private and confidential', to Susan Mackay, Corporate Services Officer, Rural Stirling Housing Association, Stirling Road, Doune, FK16 6AA or by email to [susan@rsha.org.uk](mailto:susan@rsha.org.uk) **by 12 noon on Friday, 20<sup>th</sup> December 2019**. Please note we do not accept late applications.

Unless you are successful in obtaining the post, your application will only be kept for a period of six months, along with all recruitment papers. If you request access to your forms, this will be granted. Rural Stirling Housing Association will destroy the documents after this period.

Interviews will be held on **16<sup>th</sup> January 2020**. If you do not receive a letter inviting you for interview, your application has not been successful.

Please note that the Equal Opportunities monitoring form will be used for monitoring purposes only and will not be made available to those involved in the selection process.

I trust this information is of assistance to you and look forward to receiving your application. If however you have any queries regarding your application, please do not hesitate to contact me. **Please note CVs will not be considered.**

Yours sincerely

**Jackie Leeds**  
Housing Services Manager