

Langstane Housing Association Ltd

680 King Street

Aberdeen

AB24 1SL

Main Phone No: 01224 423000

Recruitment Phone No: 01224 423178

recruitment@langstane-ha.co.uk



Guidance notes for applicants

Thank you for applying for a post with Langstane Housing Association Ltd (the Association).

The Association's preferred method of communication during the recruitment process is by use of email. If this is not suitable for you, please let us know how we should contact you when you submit your application.

If possible, please complete your application form electronically. If this is not possible please complete it using black ink and print clearly.

Important things you should know before you complete your application form:

Sections 1 – 4 are removed before your form is passed to the recruitment and selection panel.

No CVs will be accepted or passed to the recruitment and selection panel.

Completion of the Equal Opportunities form is optional but if you do complete it, this information is seen and held by the Human Resources and Corporate Services function only and used to monitor the effectiveness of our recruitment practices.

Referees are not contacted prior to interview but any offer of employment is conditional on receiving two satisfactory references. One of the referees you chose should be your current/most recent employer. Where you have failed to provide a reference from this source, the Association reserves the right to ask for your authority to contact them for a factual reference.

Signing your form – if you complete your application form electronically you are not required to sign it unless you are called for interview. You will then be asked to sign a copy of your submission prior to the interview going ahead. To ensure there is no bias either way, you are only required to sign your form using your initial and surname.

Closing date / time – the closing date for your application form will be on the advert. Where no time is specified on adverts, applications must be submitted by 5.00pm. Thereafter any

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applications submitted will not be considered. It is the senders' responsibility to ensure the correct postage is paid.

Post applied for – the Association has, from time to time, more than one vacancy available. If you are applying for more than one post with the Association it is important you complete separate forms for each role. Regardless of whether or not you intend to apply for more than one post, you must be clear on your application form which post you are making an application for.

Personal details – please provide your full name and address including any other names you have been / are currently known by.

Contact details – if you are not completing your application electronically please ensure the information provided at this section is in dark ink and clearly printed. It is important for us to fully understand how we can contact you. Therefore it is important you tick the box to indicate any of the contact methods that can be used during working hours.

General information – Langstane Housing Association has a legal duty to ensure we follow due process when a relative or close friend of someone connected to the Association is employed. Therefore it is very important this and other sections are completed accurately and honestly. If you require further information please contact the Human Resources & Corporate Services Manager on recruitment@langstane-ha.co.uk or on 01224 423178.

References – if you know that one or perhaps both of the referees you have named are going to be unavailable for a period of time it is important that we know this as soon as possible. One of the referees provided must be able to provide an up-to-date work related reference.

Essential car user – the person specification will be clear about whether or not driving is an essential part of the role you have applied for. If it is this section must be completed (detailing any pending endorsements) and you are required to have a fully licenced and insured vehicle available for work purposes at all times.

Employment history – your complete employment history is required and a continuation sheet may be used if required. This must be attached to your application form on submission.

Educational, technical and professional qualifications – we recognise that practical experience can be an effective way of gaining knowledge and skills. Where you wish us to take this into account as equivalent to a qualification, you must tell us how your work history has given you the same level of knowledge and ability as meeting professional qualifications.

You must provide your highest grade educational qualifications and details of your technical and professional qualifications. You will be asked to produce your qualifications before starting work. Failure to do so, depending on the reason, will render any offer of employment null and void and the offer will be withdrawn.

Where the role you have applied for requires a certain qualification and you have been offered employment subject to achieving this within a set period of time, failure to do so may lead to action by Langstane Housing Association.

IT and other skills – the Association uses IT in practically all areas of its operation. Therefore it is important the IT skills of our workforce meet modern requirements. For some roles only a basic knowledge is required but for others there may be a need for more advanced skills. The person specification will advise of the standards required and training will be provided for any specific software used.

Other relevant training – this is an opportunity for you to demonstrate any other training you have undertaken that you feel is relevant to the role you are applying for or to the Association overall.

Current professional membership – Langstane pays one professional membership for staff where such membership is directly relevant to the role undertaken. Please detail all current professional memberships.

Voluntary work – please detail any voluntary work you undertake. This may be in a more formal capacity (e.g. armed services / public duty) or a very flexible arrangement where you volunteer at a local community centre approximately once a month for three hours.

Supporting statements – this is the section of your application that allows the recruitment and selection panel to short-list you for interview. It is essential you demonstrate the knowledge, skills and experience you have that matches the essential and if possible the desirable criteria within the person specification. Examples of how you meet the essential and desirable criteria are required.

If you fail to demonstrate how you meet the criteria your application will not be advanced.

Please note the recruitment and selection panel must only go on the information you provide within this section. They cannot assume that due to your current / a previous role you have

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the required experience, nor can they assume that because you hold a certain qualification you meet the criteria. This section should be no more than two pages.

Additional information – this is an opportunity for you to tell us about any other relevant information you feel is supportive of your application. This section should be no more than half a page long.

Guaranteed job interview scheme – if you consider yourself to have a disability and you meet the essential criteria (as demonstrated by your supporting statement and other parts of your application form) the Association provides an opportunity for you to be guaranteed an interview. However, you may choose whether or not you wish to be considered for this.

Data protection – the information you provide will be held in keeping with General Data Protection Regulation (GDPR) requirements. If you are employed by the Association your application form will be held in your personnel file. If you are unsuccessful, your application will be held on file for six months then securely destroyed.

To ensure the Association complies with equalities legislation, personal data that can identify protected characteristics is removed before applications are passed to the recruitment and selection panel.

Declaration – the Association is committed to ensuring it achieves the highest possible standards and recognises the important role of staff in ensuring this is achieved. Therefore it is essential those employed have the same values as we do. This is why it is important for the information provided to be accurate and honestly presented.

If it is suspected that any of the information presented is misleading or false, the Association reserves the right to investigate any suspected discrepancies and any other parts of your application fully. This may result in your application being rejected or if employment has started, action being taken which may result in dismissal.

Where did you find out about this vacancy – it is essential, that as we grow and improve, our vacancies reach the people we want to employ. It would help us greatly if you could let us know where you first spotted this vacancy.

Good luck, we look forward to receiving your fully completed application form.