

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



Application form

Notes for applicants

Thank you for applying for employment with Langstane Housing Association Ltd. The information you provide will be used and stored in keeping with the Data Protection Act 1998.

Please complete this form electronically or using black ink and clear print.

CVs will **not** be considered and will not be passed to the recruitment and selection panel.

Email is Langstane's preferred method of communication during the recruitment process. Please let us know if you would prefer us to use another method.

Post applied for

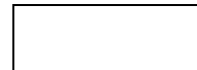
Housing Assistant

1. Personal details

Last name		
First name(s)		
Also known as		
Address		
Post code		

Langstane Housing Association Ltd is a registered Scottish Charity No. SC 011754 and a registered Property Factor No. PF 00066





2. Contact details

Please provide your contact details and tick the box to indicate any methods that can be used during working hours – calls to business numbers will be handled discreetly

Email		
Mobile		
Home		
Work		

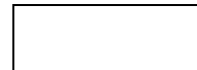
3. General information

Are you eligible to work in the UK?	Yes		No	
Are there any restrictions on your ability to work in the UK?	Yes		No	
If yes, please give details				
Are you related to, or close friends with anyone connected to Langstane Housing Association e.g. a member of staff or board of management member (please contact the Association for further information if required)	Yes		No	
If yes, please give details				
Rehabilitation of Offenders Act 1974 – if you have previously been convicted of any offences, please give details unless the conviction can be regarded as 'spent' in terms of the Rehabilitation of Offenders Act 1974 (as amended)				

You will be advised if you are required to provide a satisfactory Disclosure Certificate or be a member of the Protecting Vulnerable Group (PVG) Scheme

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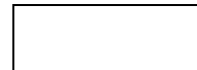




4. References

Please give the name of two referees, one of whom should be your current / most recent employer (please note that references will not be taken up before interview stage)

Referee 1		Referee 2	
Name		Name	
Title		Title	
Address		Address	
Email		Email	
Phone No.		Phone No.	
Relationship to you (e.g. line manager)		Relationship to you (e.g. line manager)	



Only information from this point onwards will be passed to the recruitment and selection panel

5. Essential car user

If this is not an essential car user post (see person specification), please move to section 6

Do you hold a full driving licence?	Yes		No	
Is your driving licence free from endorsements (including any pending endorsements)	Yes		No	
If no, please give details of any points or driving convictions, including pending convictions (any declarations are subject to the Rehabilitation of Offenders Act 1974 (as amended)).				

6. Employment history

Please provide details for your current / most recent employer first and work back

Company name	
Address	
Nature of business	
Position held	
Date started	
Date left	
Reason for leaving	
Salary	
Notice period	
Brief description of duties	



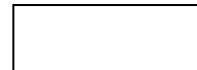
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Company name	
Address	
Dates of employment	From: _____ To: _____
Reason for leaving	
Brief description of duties	

Company name	
Address	
Dates of employment	From: _____ To: _____
Reason for leaving	
Brief description of duties	

Company name	
Address	
Dates of employment	From: _____ To: _____
Reason for leaving	
Brief description of duties	

Please use a continuation sheet if necessary.



7. Educational, technical and professional qualifications

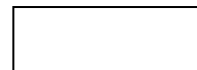
Subject studied	Qualification held	Grade achieved

8. IT and other skills

Computer literacy	Software	Competency level e.g. basic
	Excel	
	Word	
	PowerPoint	
	Publisher	
	Outlook	
Other IT skills (give details)		
Other skills e.g. foreign languages spoken		

9. Other relevant training

Course	Provided by	Duration/dates e.g. three days



10. Current professional memberships

Professional body	Grade	Date obtained

11. Voluntary work

Please include details of any voluntary work undertaken, including armed services / public duty commitments

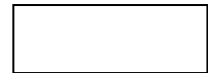
Organisation	Role	Start date	Time commitment

12. Supporting statements

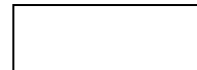
Taking full account of the essential and desirable qualities set down in the job specification, please demonstrate below how your knowledge, skills and experience meet each of the required criteria. Give brief examples of relevant experiences in your current or previous roles or from your personal life that demonstrate such achievements. Please use a continuation sheet if necessary.

Detail to demonstrate achievement of essential and desirable qualities required (E = essential, D = desirable)		
Educated to Standard Grade English and Maths or equivalent.	E	
Experience of handling telephone conversations.	E	
Experience of dealing with customers on a face to face basis.	E	





Experience of working in the public sector or a customer focussed environment.	E	
Experience of updating databases.	E	
Working knowledge of Office based IT packages.	E	
Ability to communicate effectively with customers and colleagues, both verbally and in writing.	E	
Ability to prioritise workload and work on own initiative.	E	
Proven ability to work to deadlines.	E	
Ability to make decisions	E	
Adaptability, flexibility and a positive "can do" attitude.	E	
Willingness to learn and develop.	E	
Excellent customer care skills	E	
Team player.	E	
Ability to deal with challenging situations.	E	



ECDL	D	
Higher qualification or recognised housing or property maintenance qualification.	D	
Experience of working in housing or a third sector environment.	D	
Working knowledge of the Aareon QL Housing IT System.	D	
Experience of dealing with other agencies.	D	
Experience of dealing with vulnerable people.	D	
Flexibility including working evenings and weekends on occasion.	D	

13. Additional information

Please provide any additional information that you feel is relevant in support of your application form e.g. leisure pursuits. Please use a continuation sheet if necessary.

14. Guaranteed job interview scheme

Langstane Housing Association supports the guaranteed job interview scheme which guarantees an applicant with, or who considers themselves to have, a disability an interview if they meet the essential criteria for the post advertised.

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Do you wish to be considered under this scheme?

Yes		No	
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Are there any adjustments that may be required should you be invited for interview?

Yes		No	
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15. Data protection

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form you are agreeing to the processing of sensitive personal data as described above, in accordance with the Data Protection Act 1998.

16. Declaration

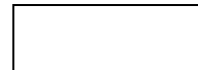
I declare that to the best of my knowledge and beliefs, the information I have given in this application form and any other documentation provided, is complete, accurate and true.

I understand that any false or misleading declarations or statements made, or a significant omission(s), may disqualify me from employment and, if already employed, render me liable to dismissal.

I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation to be satisfactory.

Signed	
Dated	

Please note that where this application form is submitted electronically, if you are successfully selected for interview, you will be required to sign this form prior to your interview.



17. Where did you find out about this vacancy

To assist Langstane Housing Association Ltd improve its recruitment process, it would be beneficial if you could let us know where you first found out about this vacancy e.g. internal advert, Jobcentre Plus, Langstane's website, Scottish Federation of Housing Association's (SFHA's) Housing News, word of mouth, newspaper, on-line job site (please indicate which one)

Please now complete and return the separate Equal Opportunities form

Both forms should be submitted to: recruitment@langstane-ha.co.uk. Alternatively please send a hard copy to: HR Manager, Langstane Housing Association Ltd, 680 King Street, Aberdeen, AB24 1SL.

All applications must be received by 2.00pm on the closing date which is Friday 23 June 2017

Late submission due to postal / IT issues will not be accepted unless the fault lies with Langstane Housing Association Ltd.

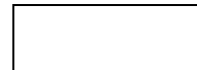
Interviews will be held on Thursday 06 July 2017 only.



Continuation sheet

A large empty rectangular frame intended for a continuation sheet.





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Full name

Post applied for

Equal Opportunities Form

Langstane Housing Association Ltd embraces its diversity and has a zero tolerance to any forms of discrimination.

Completing this form is voluntary but it will help us to ensure that we do not discriminate against anyone. It is also used to provide anonymous information for monitoring purposes before being destroyed.

The information you provide is held securely and confidentially by the Human Resource and Corporate Services Manager who will ensure that all applications for employment are treated equally.

Please tick the relevant box / complete with the relevant information.

1. Gender

Please state

2. Age

Years

3. Disability

The Equality Act 2010 makes employers, companies and service providers legally liable for discrimination against disabled people. Under this Act you are regarded as having a disability if you have a long term physical or mental impairment which **affects your ability to carry out normal day to day activities**. In the workplace such activities are taken to include things like using a telephone or computer, interacting with colleagues, following instruction, driving and carrying everyday objects, although some roles may include other activities. Long term is defined as lasting 12 months or more. Are you disabled?

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Yes No Prefer not to say

The Association welcomes applications from people with disabilities and you may choose to have a guaranteed interview if you meet the essential criteria (please see the application form for employment).

Are there any specific requirements that will be required if you are attending for interview?

4. Ethnic group

The ethnic origins information we ask is based on the Scottish Government and General Register Office for Scotland official Ethnicity Classification for Scottish Official Statistics. Please chose from the undernoted, the category you are most closely associated with having regard to your ethnic or cultural background.

White		Black		Asian			
Scottish	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Mixed	<input type="checkbox"/>
Other British	<input type="checkbox"/>	African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Other	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Any other	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>		
Gypsy/ Traveller	<input type="checkbox"/>			Chinese	<input type="checkbox"/>		
Polish	<input type="checkbox"/>			Any other	<input type="checkbox"/>		
Any Other	<input type="checkbox"/>						

5. Nationality

Please specify

6. Religion

Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Another	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	No religion	<input type="checkbox"/>

Thank you for completing this form.