|  |
| --- |
| **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 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Personal details** | | | |
| Last name |  | | |
| First name(s) |  | | |
| Also known as |  | | |
| Address |  | | |
|  | Postcode |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **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 |  | | | |  | |
| 1. **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

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **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 |  |
| Organisation |  | Organisation |  |
| 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **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). | | | | |
|  | | | | |

|  |  |
| --- | --- |
| 1. **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 |  |

|  |  |
| --- | --- |
| **Employment history continued** | |
| Company name |  |
| Address |  |
| Dates of employment |  |
| Reason for leaving |  |
| Brief description of duties |  |
|  | |
| Company name |  |
| Address |  |
| Dates of employment |  |
| Reason for leaving |  |
| Brief description of duties |  |

Please use a continuation sheet if necessary.

|  |  |  |
| --- | --- | --- |
| 1. **Educational, technical and professional qualifications** | | |
| Subject studied | Qualification held | Grade achieved |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| 1. **IT and other skills** | |
| Software | Competency level e.g. basic |
| Excel |  |
| Word |  |
| PowerPoint |  |
| Publisher |  |
| Outlook |  |
| Other IT skills (give details) | |
|  | |
| Other skills e.g. foreign languages spoken | |
|  | |

|  |  |  |
| --- | --- | --- |
| 1. **Other relevant training** | | |
| Course | Provided by | Duration/dates e.g. three days |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Current professional memberships** | | | | | |
| Professional body | | Grade | | Date obtained | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
| 1. **Voluntary work** | | | | | |
| Please include details of any voluntary work undertaken, including armed services / public duty commitments. Please use a continuation sheet if necessary. | | | | | |
| Organisation | Role | | Start date | | Time commitment |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |

|  |
| --- |
| 1. **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. |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **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. | | | | |
| Do you wish to be considered under this scheme? | Yes |  | No |  |
| Are there any adjustments that may be required should you be invited for interview? | Yes |  | No |  |
| If yes, what adjustments are required |  | | | |

|  |
| --- |
| 1. **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.  If you are unsuccessful in your application, the information you provide will be held on file and securely destroyed after six months. However, if a similar vacancy arises within the six months for which we feel you are suitable, we may contact you regarding this using the information you have provided.  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 or electronically completing and returning the application form you are agreeing to the processing of sensitive personal data as described, in accordance with the General Data Protection Regulations (GDPR). |

|  |  |
| --- | --- |
| 1. **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.  I agree to the information provided by me being held in accordance with the General Data Protection Regulations (GDPR) and that if unsuccessful, the information being held then securely destroyed after six months. | |
| 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.

|  |
| --- |
| 1. **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](mailto:recruitment@langstane-ha.co.uk).

Alternatively please send a hard copy to: Langstane Housing Association Ltd, 680 King Street, Aberdeen, AB24 1SL.

All applications must be received by 5.00pm on the closing date. Late submission due to postal / IT issues will not be accepted unless the fault lies with Langstane Housing Association Ltd.

|  |
| --- |
| **Continuation sheet** |
|  |