# APPLICATION FOR EMPLOYMENT Confidential

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| **POST APPLIED FOR:** | | | | | | |  | | | | | | | | |
| Where did you find out about this vacancy? | | | | | | |  | | | | | | | | |
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| **PERSONAL DETAILS** | | | | | | | | | | | | | | | |
| Surname: | |  | | | | | | | | First Name: | | |  | | |
| Address: | |  | | | | | | | | | | | | | |
| Postcode: | |  | | | | | | | | | | | | | |
| Home Tel. No.: | |  | | | | | | | | Mobile Tel. No.: | | |  | | |
| Email Address: | |  | | | | | | | | | | | | | |
| Do you have the right to work in the UK? | | | | | Yes | | q | | | No | q | | | | |
| ***If you are applying for an Essential Car User Post:*** | | | | | | | | | | | | | | | |
| Do you have a current Driving Licence? | | | | | | Yes | | | | q | No | q | | | |
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| **CURRENT / MOST RECENT EMPLOYMENT** | | | | | | | | | | | | | | | |
| Job Title: | | |  | | | | | | | | | | | | |
| Name & Address of Employer: | | |  | | | | | | | | | | | | |
| Nature of Business: | | |  | | | | | | | | | | | | |
| Start Date: | | |  | | | | | End Date (If Applicable): | | | | | |  | |
| Reason for Leaving: | | |  | | | | | | | | | | | | |
| Salary & Benefits: | | |  | | | | | | | | | | | | |
| Main Duties & Responsibilities *(continue on a separate sheet if necessary)*: | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **PREVIOUS EMPLOYMENT** | | | | | | | | | | | | | | | |
| Please give details of the posts you have held, with the **most recent first**. Please include any gaps in employment, along with an explanation. Continue on a separate sheet if necessary. | | | | | | | | | | | | | | | |
| **Dates Employed** | **Employer’s Name, Address & Nature of Business** | | | | | | | | **Job Title & Brief Description of Main Duties** | | | | | | **Reason for Leaving** |
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| **EDUCATION & TRAINING** *(continue on a separate sheet if necessary)* | | | | | | | | | | | | | | | |
| **QUALIFICATIONS (SCHOOL, COLLEGE, UNIVERSITY)** | | | | | | | | | | | | | | | |
| **Educational Establishment** | | | | **Qualifications Obtained** | | | | | | | | | **Grade / Level** | | | |
|  | | | |  | | | | | | | | |  | | | |
| **PROFESSIONAL MEMBERSHIPS / QUALIFICATIONS / REGISTRATIONS** | | | | | | | | | | | | | | | |
| **Professional Body** | | | | **Status** | | | | | | | | | **Membership No.** | | | |
|  | | | |  | | | | | | | | |  | | | |
| **OTHER RELEVANT TRAINING / CERTIFICATES** | | | | | | | | | | | | | | | |
| **Course Attended** | | | | | | | | | | | | | **Qualification / Certificate** | | |
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| **EMPLOYMENT WITH ANGUS HOUSING ASSOCIATION** | |
| Angus Housing Association wishes to evaluate your experience, skills and knowledge against the requirements of the post. You should therefore, try to show in the following part of the form how you satisfy these. This does not have to be from paid work, but can be from other experience. The Selection Panel may consider candidates who do not meet all the requirements, therefore please complete all sections as appropriate. | |
| Providing critical evidence-based analysis and recommendations on performance in key area of governance and compliance. |  |
| Providing advice on compliance for policy development and review |  |
| Assisting the Governing Body in ensuring that decisions making is underpinned by robust, compliant and transparent governance principles |  |
| Overseeing and assisting with key regulatory submissions, ensuring evidence based best practice |  |
| Handling the impact of negative feedback to other departments/staff (ie an analysis of a key area of compliance shows failures which this post has reviewed, analysed and then reported to the Board of Management) |  |
| Analysing performance and making recommendations for improvements |  |
| Delivering presentations on performance and compliance to different stakeholder audiences. |  |

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| **SUPPORTING STATEMENT / ADDITIONAL INFORMATION** | | | | |
| Please say why you would like this job and why you believe that you are suitable for it.  You may also wish to include information about your hobbies & interests, any voluntary work you have undertaken, or anything else that might support your application.  *Continue on a separate sheet if necessary.* | | | | |
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| **REFERENCES** | | | | |
| Please give details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer. We do not accept references from family members  We prefer to e-mail referees – so, please provide e-mail addresses for your referees, if possible. | | | | |
| **REFEREE 1** | | | | |
| Name: | | |  | |
| Position: | | |  | |
| Company Name  & Address: | | |  | |
| Postcode: | | |  | |
| Tel. No.: | | |  | |
| Email Address: | | |  | |
| **REFEREE 2** | | | | |
| Name: | | |  | |
| Position: | | |  | |
| Company Name  & Address: | | |  | |
| Postcode: | | |  | |
| Tel. No.: | | |  | |
| Email Address: | | |  | |
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| **EQUALITY ACT 2010** | | | | |
| We are committed to being an Equal Opportunities Employer. If you have a disability as defined in the Equality Act 2010, are there any arrangements that would assist you in attending an interview? Please provide details below: | | | | |
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| **CONNECTIONS TO ANGUS HOUSING ASSOCIATION** | | | | |
| Are you, as far as you are aware, related to, or do you have any connection with:   * Any current employee of Angus Housing Association, or anyone who has been employed by us in the last 12 months; or * Anyone who is currently a member of our Committee of Management, or who has been a Committee member in the last 12 months? | | | | |
| Yes | q | No | | q |
| If yes, please provide details: | | | | |
|  | | | | |
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| **DATA PROTECTION** | | | | |
| This form will be retained securely and access to it will be restricted to designated persons within HR, or those who need to see it as part of the recruitment and selection process.  A link to our Employment Applicant Transparency Statement is available on our website, or will have been sent to you in your candidate application pack. In this policy, you will find information about our compliance with data protection legislation, how we handle and use your personal data and your individual rights under this legislation. | | | | |

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| **CANVASSING** |
| Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal. |

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| **CONFIRMATION OF QUALIFICATIONS** |
| If selected for Interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies. |

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| **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 provision 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 that will only be reviewed if an offer of employment is being made. |

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| **CANDIDATE DECLARATION** | | | |
| I understand that appointment to this post is conditional on the information supplied with my application being correct and that, if I have withheld any information, or if any information is found to be false, I will be liable to disciplinary action, which may lead to my dismissal. | | | |
| Signature: |  | Date: |  |
|  | | | |
| **Please return your completed job application form to:** | | admin@aha.org.uk  **OR** | |
| Angus Housing Association  93 High Street  Arbroath, DD11 1DP | |

**Equality monitoring form**

|  |  |
| --- | --- |
| **Name of social landlord:** | **Angus Housing Association Limited** |

**How we use the information in this form**

We are committed to handling and using the information that you provide in this form to the strictest, secure and most confidential standards in accordance with data protection laws. We will ensure that access is restricted to only relevant staff members as part of the recruitment process, and we will not share any of this information, unless we are legally permitted or required to do so. This includes sharing this information in statistical format with the Scottish Housing Regulator. We will not keep this information for longer than we need it and will securely destroy it when it is no longer required.

You do not need to answer every question, but by answering as many questions as possible, you will help us meet your needs better. We provide options throughout this form to allow you to provide only the information you want to give us. You can complete some questions and not others or you can complete parts of questions. The form has space for you to tell us more about your needs if you want.

The following sets out important details about why and how we handle and use this information. Please read it carefully before completing the form. Please contact us if you do not understand something or if you require further information.

**Why do we collect equality information?**

We use equality information for a range of purposes, including to help us to:

* plan and deliver an effective recruitment process and meet our legal and regulatory obligations;
* protect and promote your rights and interests;
* promote equality objectives throughout the recruitment process and assess the impact of the activities, policies and practices that we adopt in promoting such objectives;
* take account of religious beliefs as part of the recruitment process, for example, religious holidays or prayer time commitments when arranging an interview with you;
* understand if you have any particular support needs and / or accessibility requirements to allow us to meet our legal duty to make reasonable adjustments;
* address, with sensitivity, the needs of trans individuals as part of the recruitment process;
* identify and address our job applicants’ needs, and improve our recruitment process;
* promote positive action initiatives that address the under-representation of particular groups; and
* identify, address and eliminate any form of discrimination as part of the recruitment process.

**What is our legal basis for handling and using equality information?**

Data protection laws require us to have a legal reason for handling and using equality information. Our legal reasons are:

* to comply with the laws that apply to us. This includes the legal duty to eliminate unlawful discrimination contained in employment law and the Scottish Housing Regulator’s Regulatory Framework, which requires us to collect equality information;
* your explicit consent. By answering the questions in this form and returning the form to us, you are providing your explicit consent to us handling and using the information you provide in the ways outlined in the “Why do we collect equality information?” section (above). You have the right to withdraw your consent at any time by contacting us; and
* that the handling and use of equality information is necessary for reasons of substantial public interest for the purposes of identifying and keeping under review the equality of opportunity or treatment between groups of people to enable such equality to be promoted or maintained. This only applies to equality information: revealing racial or ethnic origin; revealing religious or philosophical beliefs; regarding health; and relating to sexual orientation. It only concerns the following groups of people: people of different racial or ethnic origins; people holding different religious or philosophical beliefs; people with different states of physical or mental health; and people of different sexual orientation.

**Other formats**: Should you require this form in another language or format (ie braille, audio, large font, please contact us on 03541 772244 to arrange

**Name**

|  |  |
| --- | --- |
| **Name:** |  |

**Age**

Note: We may request a specific date of birth in certain forms when this is required in law. For example, we need to know the age of housing applicants as a person can only be registered on our housing list/register if the person is 16 years of age.

|  |  |  |
| --- | --- | --- |
| **What is your date of birth?** (DD/MM/YYYY) |  | |
| Prefer not to say | |  |

***Alternative format:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please tick the band for your age:** | 16–24 |  | 25–34 |  |
| 35–44 |  | 45–54 |  |
| 55–65 |  | 65+ |  |
| Prefer not to say |  | | | |

Belief or religion

Please tick the box which best describes your belief or religion from the list below?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Buddhism: | | | | |  |
| Christianity | | | | |  |
| Catholic: |  | Protestant: |  | Other: |  |
| Hinduism: | | | | |  |
| Islam: | | | | |  |
| Judaism: | | | | |  |
| Sikhism: | | | | |  |
| Other religion (please state what this is): | | |  | | |
| No specific belief in religion (for example, atheism or agnosticism): | | | | |  |
| Other belief (for example, humanism): | | | | |  |
| Prefer not to say | | | | |  |

Please use the space below to tell us about any particular requirements relating to your beliefs or religion:

|  |
| --- |
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|  |  |
| --- | --- |
| Please tick here if you want to discuss this matter in confidence: |  |

Disability

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you a disabled person? | Yes |  | No |  |

If yes, please tick the box which category you would use from the following list:

|  |  |
| --- | --- |
| Autoimmune: (for example, multiple sclerosis, HIV, Crohn’s/ulcerative colitis) |  |
| Learning difficulties: (for example, Down’s Syndrome) |  |
| Mental health issue: (for example, depression, bi-polar) |  |
| Neuro-divergent condition: (for example, autistic spectrum, Dyslexia, dyspraxia) |  |
| Physical impairment: (for example, wheelchair-user, cerebral palsy) |  |
| Sensory impairment – hearing impairment |  |
| Sensory impairment – visual impairment |  |
| Other: If none of the categories above apply to you, please specify the nature of your impairment. |  |
| Prefer not to say |  |

Please use the space below to advise us if you have any particular requirements:

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| --- | --- |
| Please tick here if you want to discuss this matter in confidence: |  |

Ethnicity

Please tick the box that best describes your particular ethnic group:

**African**

|  |  |  |
| --- | --- | --- |
| African, African Scottish or African British: | |  |
| Other African background (please specify): |  | |

**Asian, Scottish Asian or British**

|  |  |  |
| --- | --- | --- |
| Bangladeshi, Bangladeshi Scottish or Bangladeshi British: | |  |
| Indian, Indian Scottish or Indian British: | |  |
| Pakistani, Pakistani Scottish or Pakistani British: | |  |
| Chinese, Chinese Scottish or Chinese British: | |  |
| Other Asian background (please specify): |  | |

**Black or Caribbean**

|  |  |
| --- | --- |
| Caribbean, Caribbean Scottish or Caribbean British |  |
| Black, Black Scottish or Black British |  |
| Other Caribbean or Black background (please specify) |  |

**Mixed groups**

|  |  |
| --- | --- |
| Mixed or multiple ethnic group (please specify) |  |

**White**

|  |  |
| --- | --- |
| English |  |
| Gypsy Traveller |  |
| Irish |  |
| Polish |  |
| Roma |  |
| Scottish |  |
| Welsh |  |
| Other British |  |
| Other group (please specify your ethnic group) |  |
| Prefer not to say |  |

Please use the space below to advise us if you have any particular requirements:

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| --- | --- |
| Please tick here if you want to discuss this matter in confidence: |  |

Marriage and civil partnership

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you presently in a civil partnership? | Yes |  | No |  |
| Are you presently married? | Yes |  | No |  |
| Prefer not to say | | | |  |

Please use the space below to advise us if you have any particular requirements:

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| Please tick here if you want to discuss this matter in confidence: |  |

Pregnancy and maternity

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you pregnant? | Yes |  | No |  |
| Have you taken maternity or paternity leave in the past year? | Yes |  | No |  |
| Prefer not to say | | | |  |

Please use the space below to advise us if you have any particular requirements:

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|  |  |
| --- | --- |
| Please tick here if you want to discuss this matter in confidence: |  |

Sex

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| What is your sex? | Female |  | Male |  | Intersex |  |
| Prefer not to say | | | | | |  |

Please use the space below to advise us if you have any particular requirements:

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| Please tick here if you want to discuss this matter in confidence: |  |

Gender re-assignment (trans/transgender)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself to be a trans person? | Yes |  | No |  |
| Prefer not to say | |  | | |

Please use the space below to advise us if you have any particular requirements:

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| Please tick here if you want to discuss this matter in confidence: |  |

Sexual orientation

**What is your sexual orientation?**

|  |  |
| --- | --- |
| Bisexual |  |
| Gay man |  |
| Heterosexual/straight |  |
| Lesbian/ gay woman |  |
| Other |  |
| Prefer not to say |  |

Please use the space below to advise us if you have any particular requirements:

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| Please tick here if you want to discuss this matter in confidence: |  |

General

|  |  |
| --- | --- |
| Please mark this box if there are any issues that you want to discuss with us in confidence |  |

Consent

By completing and submitting this form, you consent to us handling and using the personal information you provide in this form as set out in the “How we use the information in this form” section (above). You can withdraw your consent at any time by contacting us.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Date:** |  |

*Thank you for completing this form.*

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| --- | --- |
| ***FOR OFFICE USE ONLY*** | |
| **Applicant Ref:** | **Date:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Invited for Interview? | Yes | ☐ | No | ☐ |
| Offered the Post? | Yes | ☐ | No | ☐ |
| Accepted the Post? | Yes | ☐ | No | ☐ |