

Application for Employment



IN CONFIDENCE

Please complete all sections

I am applying for the post of:

Corporate Services Officer - Repairs

The information that you supply in this application form will enable the interview panel to decide whether to invite you to an interview.

Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration. CVs will not be considered.

When completed this form should be returned on or before noon on 23rd September 2024 to:

by email to: samantha.buggy@forthha.org.uk

or

by post to:

Private & Confidential FAO Samantha Buggy
Head of Corporate Services
Forth Housing Association Ltd
Kildean Business and Enterprise Hub, 146 Drip Road
Raploch
Stirling
FK8 1RW

Interviews to be held 26th September 2024

*The information provided within your application form
will be processed in accordance with the Data Protection Act 1998.*

Personal Information

Surname: _____ Initials: _____

Address for Correspondence: _____

Postcode: _____

Private Telephone Number: _____ Mobile Number: _____

E-mail Address: _____

Your Daytime Telephone Number (on which a message may be left): _____

Do you have a current driving licence? _____ YES / NO

Secondary Education *(please list certificates gained showing subjects and highest level of pass)*

Subject	Level/Award

Further Education

University or College Attended	Dates		State whether full or part-time course	Qualifications obtained, state highest level of pass, if applicable
	From	To		

Professional Qualifications

Name of Awarding Body	Date Awarded	Qualifications Obtained, Membership Of Professional Institution etc

Short Training Courses (please give details of any short courses or training undertaken relevant to this post)

Course(s) Undertaken	Provider(s)

Present or Most Recent Post

Name & Address of Employer	Date From:		Date To:	
	Position Held:			
	Salary:			
	Notice Required:			
	Reason For Leaving:			

Nature of Post (please describe your main duties):

Employment History *(list in order with most recent post first)*

(Applicants must include their reason for leaving)

Name & Address of Previous Employer(s)	From Month/Year	To Month/Year	Position Held, Main Duties and Reason for Leaving

Please continue on a separate sheet if necessary.

Employment with Forth

Please describe how your experience, skills and knowledge would enable you to meet the person specification for this post. You should try to show evidence in this section of how you satisfy the criteria as defined within the person specification detailed in the job pack. (Expand the answer space as necessary)

Please continue on a separate sheet if necessary.

Additional Information

Please provide any relevant information not covered elsewhere on this form, which may include other activities e.g. voluntary work, major achievements, projects to date and indicate how this will enable you to contribute further to this post.

Referees

Please give details including title and correct style of address 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 line manager**. Forth Housing Association does not accept references from family members. See Background Information For applicant's sheet for more information.

Please note that Referees will not be contacted prior to interview.

Name:	Name:
Job title:	Job title:
Company:	Company:
Address:	Address:
Postcode:	Postcode:
Email:	Email:
Tel No:	Tel No:
Fax No:	Fax No:

Relationship To Staff Members

Forth is able to employ close family members of employees. If you are related to any employee of Forth Housing Association or anyone who has been employed in the last 12 months, please provide details:

Relationship To Committee Members

Forth is able to employ close family members of Committee Members. If you are related to a Committee member of Forth Housing Association or anyone who has been a Committee member in the last 12 months, please provide details:

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 which 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 which will only be reviewed if an offer of employment is being made.

Canvassing

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

Entitlement to Work in UK

The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the EU. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the EU. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document (or combination of documents) indicated by the Act.

Do you currently have the right to live and work in the European Union? Yes / No
(please delete as appropriate)

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.

Disability

We are committed to the employment and career development of disabled people. To demonstrate our commitment, we guarantee an interview to anyone with a disability whose application meets the minimum essential criteria for the post at the short-listing stage. The Disability Discrimination Act, 1995 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

- Tick this box if you consider yourself disabled as defined by the Disability Discrimination Act 1995. False declarations will subsequently invalidate any contract of employment.

Declaration

I have read the guidance above and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.

Signed: _____

Date: _____