



Eildon Housing Association Ltd

HOW TO COMPLETE YOUR APPLICATION FORM

The application form has been designed to ensure that we do not ask for any unnecessary information which may suggest discrimination.

Please complete the form as fully and as clearly as you can using black ink to assist in photocopying. If you need additional space for any section, continue on a separate A4 sheet. Please ensure that any such sheets are clearly marked with the section to which they refer and your initials and surname.

PERSONAL DETAILS

- Please note that only your surname is required in full. Give only the initials of your first names. This ensures that staff dealing with applications are not aware of the gender of applicants.

EDUCATION AND TRAINING

- Please give us enough details to assess your attainments in relation to the post for which you are applying.
- We may wish to see any certificates or qualifications you hold. We will ask you to bring them if you are invited to attend for interview.

EMPLOYMENT RECORD

- This section asks about your work experience. Please give as much detail as you feel gives us an accurate picture, both about the type of work you are/were doing and the responsibilities you have had. Please start with the most recent, supplying exact dates where possible. Continue on a separate sheet if necessary.
- **Supplementary Information:** Please detail any further experience or information relevant to the post for which you are applying, bearing in mind the information you have been given about the post. Continue on a separate sheet if necessary.
- **References:** References will only be taken up if you are offered a post. Please indicate if you do not wish your referee(s) to be contacted without your consent. No offer of employment will be confirmed by the Association until satisfactory references have been received.
- **General Information:** You are asked about your health. Information provided will be considered in relation to the requirements of the post for which you are applying. A medical condition will not preclude you from consideration. If you are offered a post you will be required to complete a confidential health questionnaire. Some candidates may be asked to attend a medical screening with the Occupational Health Service.

You are asked to tell us if you are related to a current or former member of the Association's staff or Committee. This is so that we can ensure compliance with Schedule 7 of the Housing Scotland Act 2001, which requires the Association to demonstrate that any appointment has been made on merit and in accordance with recruitment and selection policy and procedures.

You are asked to tell us if you are currently eligible for employment in the UK. This is so that we can ensure compliance with the Immigration, Asylum and Nationality Act 2006 which requires organisations to ensure individuals to whom they are offering employment have permission to work in the UK e.g. they hold a British passport/birth certificate/work permit etc. If appointed you will be required to produce such evidence.

- **Rehabilitation of Offenders Act 1974:** Please see reverse for details. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 provides that the Act does not apply to certain professions and types of employment. **If this is the case of the post for which you are applying you must complete the supplementary form enclosed, declaring all convictions, "spent" or otherwise.** Successful candidates will require a satisfactory Enhanced Disclosure Certificate issued by the Scottish Criminal Records Office.

Equalities Monitoring Form



Eildon Housing Association Ltd

Full Name: _____ Title: Mr, Mrs, Ms Other _____

Post Applied for: _____ Location: _____

Where did you see the vacancy advertised? _____

The Association's Equalities Policy aims to ensure that individuals are not discriminated against on the ground of gender, disability, race, colour, nationality, ethnic origin, religion, age, sexual orientation or any other ground that cannot be justified. In order to monitor the effectiveness of the policy, all job applicants are asked to complete this form. The information in sections 1, 2, 4, 5 and 6 will not be made available to the selection panel and will be used for monitoring purposes only. Statistical and anonymous reports are produced for monitoring purposes from the information contained in this document. This document is then destroyed.

Please complete all sections by placing a tick (✓) in the box applying to you or by providing information where appropriate. Please return this form with your application form.

SECTION 1 – GENDER

Male Female

SECTION 2 – AGE

Years: _____

SECTION 3 – DISABILITY

The Disability Discrimination Act 1995 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**. Long term is defined as lasting 12 months or more.

Please tick the appropriate box:

Disabled Not Disabled



The Association welcomes applications from people with disabilities. All applicants with disabilities will be guaranteed an interview if they meet the minimum criteria for the post.

If you have ticked Disabled, do you have any special requirements if attending for interview?

SECTION 4 – ETHNIC GROUP

Individuals should determine with which of the undernoted Scottish Census 2001 categories they most closely associate themselves having regard to their ethnic or cultural background.

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

SECTION 5 – NATIONALITY

Please specify: _____

SECTION 6 – RELIGION

Christian Hindu Muslim Another Religion
 Buddhist Jewish Sikh No Religion



Application for Employment

Eildon Housing Association Ltd
www.eildon.org.uk

The information provided on this application will remain private and confidential and will only be used for the purpose of selection/recruitment or for subsequent employment administration if the application is successful. **Enclosed with the Application Form you will find advice notes to assist you. Please read these notes before completing the form.**

When completed please return this form, marked confidential, to the **Personnel Section, Eildon Housing Association, The Weaving Shed, Ettrick Mill, Dunsdale Road, Selkirk TD7 5EB.**

POST APPLIED FOR _____ **FULL/PART TIME**

PERSONAL DETAILS (Please use block capitals and complete in black ink)

Initials _____	Surname(s) _____
Address _____	
_____	Postcode _____
Telephone Numbers Home _____	Mobile _____
Do you hold a current driving licence? Yes/No	Do you have access to a car? Yes/No

EDUCATION AND TRAINING

Secondary Education Subjects Studied	Certificates/Grades Gained

Further and Higher Education Where attended and Subjects Studied	Certificates/Qualifications Gained (Show full or part time)	Date Obtained

Other Training relevant to this application Name of Course	Provided by	Duration/ Date

Professional Qualification(s) Name of Professional Body	Grade of Membership	Date Obtained

EMPLOYMENT RECORD

Full Name and Address of Employer _____

Nature of Business _____

Post Held _____ Full/Part Time

Date Appointed _____ Date Left (if applicable) _____

Salary Scale _____ to _____ Present Salary _____ Notice Period _____
 (if applicable)

Reason for wishing to leave _____

Please give a brief description of your duties and responsibilities _____

Previous Employment Name and Address of Employer and Nature of Business	Dates		Post Title and Brief Details of Main Duties	Reason for Leaving
	From	To		

SUPPLEMENTARY INFORMATION Please indicate how you meet the person specification for this post, outline the contribution you would seek to make if appointed and supply any other details relevant to your application (continue on a separate sheet if required).

REFERENCES

Please supply full contact details of two referees whom we may approach, one of whom should be your present employer and the other a previous employer. If you are a school leaver or unemployed please give details of two people who have direct knowledge of your skills and abilities. **References will be taken up prior to interview unless you specify otherwise.**

Name _____	Name _____
Job Title _____	Job Title _____
Organisation _____	Organisation _____
Address _____	Address _____
_____	_____
_____	_____
Postcode _____	Postcode _____
Telephone No. _____	Telephone No. _____
E-mail Address _____	E-mail Address _____
Permission to contact Yes <input type="checkbox"/> No <input type="checkbox"/>	Permission to contact Yes <input type="checkbox"/> No <input type="checkbox"/>

GENERAL INFORMATION

Do you have any recurring health conditions likely to affect your ability to perform this post or which may require support in the workplace? Yes/No

Please give details of any sickness over the past two years and number of days absence

Are you related to a current or previous member of the Association's staff or Committee? Yes/No
(Schedule 7 of the Housing Scotland Act 2001 requirement)

If yes, please give details _____

Are you currently eligible for employment in the UK? Yes/No National Insurance Number _____

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.

You will be advised if you are required to provide a satisfactory Enhanced Disclosure Certificate regarding criminal background checks.

DECLARATION

NB. You only need to sign with your initial and surname

I declare that to the best of my knowledge and belief all particulars I have given in this application are complete and true. I understand that any false or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal.

Applicants Signature _____ Date _____

Eildon Housing Association (A Scottish Charity No. SCO 15026) is committed to the provision of Equalities in employment

Rehabilitation of Offenders Act Excepted post Form



Eildon Housing Association Ltd

Post Applied for:

Location:

All applicants invited to interview are required to complete the following details and return to the Personnel Section in the pre-paid envelope enclosed.

The post for which you are applying for is excepted from the provisions of section 4 (2) of the Rehabilitation of Offenders Act 19974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not statutorily entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act.

Title (Dr/Mr/Mrs/Miss/Ms):		
Surname(s):		
Forename(s):		
Maiden Name or Other:		
Date of Birth:		
Occupation:		
Current Address:		
Length of time at Current Address:		
Previous Address(s):		
	From	To
	From	To
	From	To

CRIMINAL CONVICTIONS, CHARGES OR PENDING CHARGES

Have you ever been convicted of, are you presently charged with, or is a charge pending for any criminal offence? Yes/No			
Date	Offence(s)	Details of Offence(s)	Sentence

DECLARATION

I understand that in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action.	
Signed:	Date:

This document is retained by the personnel section on a confidential basis. The information given by you may be used for statutory purposes under the provisions of the above Act.