

A guide to filling in the Application form

Please read the following guidelines that will help you complete the application form.

- We do not accept hand written forms or CV's. All forms must be submitted using the online form or, you should contact us if you are unable to do this.
- Complete all sections of the form.
- Make sure the form is free of spelling and grammatical errors as forms with excessive errors may be excluded from consideration. Always read through your final version before you send it.
- Where character limits are noted do not exceed these limits; applications which exceed the character limit may be excluded
- You need to explain how you meet each of the person specification points and provide examples from your previous experience. Do not forget to present this in relation to the job description

To complete your application:

- Please complete the form electronically;
- Ensure you clearly state the job title you are applying for;
- In the 'Employment history' section you must state why you have left a position;
- Always explain any gaps in work history;
- Proof of qualifications and membership to professional bodies will be required.

References

We will take up professional references once you have been interviewed and prior to being formally offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

Information in Support of Your Application

The 'Information in Support of Your Application' part of the form is the most important part of the application form.

Submitting Your Application

Completed application forms must be e-mailed to: mail@clydesdale-housing.org.uk on or before the closing date of **Friday 1 July 2022 at 2.00 pm**.

You will be asked to provide original documentary evidence of any qualifications that you possess.

In accordance with the Data Protection Act 2018, the information that you provide us with for the purposes of recruitment and selection shall be stored confidentially and disposed of confidentially after 12 months have elapsed.