



IN CONFIDENCE

PLEASE COMPLETE ALL SECTIONS -CV will not be accepted.

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.

Please note that the first two pages of this form **will not** be shown to the shortlisting panel.

Post Applied for: Corporate Services Assistant
Closing date for receipt of applications is: Friday 1 July 2022 at 2.00 PM.
Applications received after this time will NOT be considered

Personal Information

Title: Surname: First Name:

Address for Correspondence:

Postcode:

Private Telephone Number: Mobile Number:

E-mail Address:

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

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.

Positive About Disabled People

As part of our commitment to Equal Opportunities, we aim to meet the "Positive About Disabled People" Standard for disabled candidates. In order for us to comply with this, we offer a guaranteed interview scheme for all disabled candidates that meet all the essential criteria. If you would like your application to be considered on this basis, please tick the box below.

I would like my application to be considered under Positive About Disabled People. **Yes**

Referees

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.

Referees will not be approached prior to a conditional offer being accepted.

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

Right to Work It is an offence to employ anyone who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document [or combination of documents] required.

Do you currently have the right to work and live in the UK? **YES/NO** (delete as appropriate)

The Data Protection Act 2018

Information from this application will be processed for purposes permitted under the General Data Protection Regulations. You have, on written request, the right to access all personal data Clydesdale Housing Association Limited holds about you.

Information about how your data is used, and the basis for processing your data is provided in Clydesdale Housing Association Limited's job applicant privacy notice.

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.

Canvassing

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

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.

Advertisement Source

Where did you see this post advertised? _____

Declaration

I have read this application form fully 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:** _____

Post Applied For: _____

Secondary Education (please list subjects passed)

SCQF Level 5 e.g., National Award or equivalent	Grade	SCQF Level 6 e.g., Higher Grade or Equivalent	Grade

Further Education

University or Further Education Establishment	Course(s) & Subjects Studied	SCQF Level 8/+ e.g., Degrees, Diplomas, Certificates or Equivalent Obtained

Professional Qualifications

Name of Awarding Body	Qualifications Obtained, Membership of Professional Institution etc

Training Courses

(Please give details of any relevant short courses or training undertaken)

Course(s) Undertaken	Provider(s)

Computer Skills (please detail your experience)

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Driving Licence

- | | |
|--|--|
| Do you possess a full current driving licence? | YES/NO (please delete as appropriate) |
| Do you have access to a car for work purposes? | YES/NO (please delete as appropriate) |
| Are you insured for Business purposes? | YES/NO (please delete as appropriate) |

Present or Most Recent Employment

Name & Address of Employer	Date From:		Date To:	
	Position Held:			
	Salary and other benefits/payments			
	Notice Required:			
	Reason For Leaving:			

Nature of Post (please describe your main duties):

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

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 Clydesdale Housing Association

Clydesdale Housing Association Limited wishes to compare your experience, skills and knowledge with its requirements. 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.

Experience of working in a customer care environment with a proven track record in successfully dealing with the public face to face and on the telephone	
Experience of working with key stakeholders to achieve shared objectives	
Ability to liaise effectively with other staff and to offer advice and support when required	
Effective self-organisational and time management skills	
An effective team player who is capable of coping with changing circumstances and demands	

<p>Highly developed communication skills which demonstrate the ability to communicate clearly, verbally and in writing</p>	
<p>Ability to work on own initiative</p>	
<p>Flexible, self-aware, open minded and inclusive</p>	
<p>Commitment to continuous improvement and quality in all aspects of work</p>	
<p>Able to demonstrate an understanding and commitment to Equalities and the willingness to work in accordance with existing Policies and Codes of Practice</p>	
<p>Ability to work non-standard hours where required including at short notice</p>	

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

Relationship to Staff Members

If you are related to any employee of Clydesdale Housing Association Limited or anyone who has been employed as a staff member or has been engaged as a supplier, consultant or contractor in the last 12 months, please provide details:

Relationship to Committee Members

If you are related to a Committee member of Clydesdale Housing Association Limited or anyone who has been a Committee member in the last 12 months, please provide details:

When completed this form can be returned by e-mail to: mail@clydesdale-housing.org.uk

Please note that there is no need to also post a hard copy. If shortlisted you will be asked to sign your application form at interview.)

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