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| **Post Applied For** | **Director** |
| **Closing Date and Time** | **7th May 2024 @ 10am** |
| Applications received after this date and time will not be considered. **CVs are not accepted.** |

**Please complete all sections.**

The information that you give in this application form will help the recruitment 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.

The information provided within your application form will be processed in accordance with the Data Protection Act 2018 (GDPR).

Please note pages containing personal details will not be shown to the shortlisting panel.

Completed applications should be sent, **by email to** **recruitment@evh.org.uk**

Information about how your data is used, and the basis for processing your data is provided in West Whitlawburn Housing Co-operative’s job applicant Fair Processing Notice included in the Application Pack. Please read that statement carefully before completing your application form. By submitting your application form to us, you accept the content of that statement.

## 1. Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |  | Last Name: |  |
| Correspondence Address:  |
|  | Post Code: |  |
| Contact Tel No: |  |
| Email Address: |  |

## 2. General

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have a full and current driving licence?  | Yes |[ ]   | No |[ ]
| Is it clean? | Yes |[ ]   | No |[ ]
| If no, please give details: |
| Do you have access to a vehicle during working hours?  | Yes |[ ]   | No |[ ]
| Are you insured for business purposes?  | Yes |[ ]   | No | [ ]  |

## 3. Equality Act 2010

|  |  |  |  |
| --- | --- | --- | --- |
| Do you consider that you have a disability? | Yes |[ ]   | No |[ ]
| Are there any arrangements that we can make for you if you are called for interview?  |

## 4. Asylum & Immigration Act 2006

The Immigration, Asylum and Nationality Act 2006 makes it 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] indicated by the Act.

|  |  |  |  |
| --- | --- | --- | --- |
| Do you currently have the right to work and live in the UK? | Yes |[ ]   | No |[ ]

## 5. Relationships

If you are related to any employee of WWHC 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:

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

## 6. Rehabilitation of Offenders

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.

## 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 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: Click here to enter text. Date: Click here to enter a date.

If shortlisted, you will be asked to sign this form at the interview.

**When completed this form should be returned by e-mail to:** **recruitment@evh.org.uk** **with the title of the post in the subject line.**

## 7. Education, Qualifications, and Professional Membership

Please list your relevant qualifications. You will need to provide the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

You must include the SCQF level to allow the recruitment panel to assess your qualifications. Please refer to the Scottish Qualifications Framework for more information <https://scqf.org.uk/about-the-framework/interactive-framework/>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SCQF Level** | **Qualification Type e.g O Grade, National 5, HNC, Ordinary Degree**  | **Subject** | **Grade or Pass Level** | **Year Awarded** |
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## Professional Qualifications and Membership

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| --- | --- | --- |
| **Professional Body**  | **Level of Membership / Qualifications** | **Date Awarded / Renewed** |
|  |  |  |
|  |  |  |

**Training Courses**

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

|  |  |
| --- | --- |
| **Course(s) Undertaken** | **Provider(s)** |
|  |  |
|  |  |
|  |  |
|  |  |

## Computer Skills

(Please detail your skills experience and training)

|  |
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|  |

## 8. Present Employment

(Or, if now unemployed, details of last employment)

|  |  |  |
| --- | --- | --- |
| **Employers Name:**  | **From:**  | **To:**  |
| **Job Title:**  |
| **Address:**  |
| **Current salary:** £ |
| **Please give a brief description of your present job** |
|  |
| **Notice Period:** |  |
| **Reason for Leaving:** |  |

## 9. Previous Employment

Please give brief details of your previous paid or unpaid work or any other relevant experiences that you would like to mention, starting with the most recent.

| **From / To** | **Employer** | **Salary** | **Job Title / Duties** | **Reason for Leaving** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
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(Continue on a separate sheet if necessary)

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| **Why are you interested in applying for this post?** |
|  |

## 10. Skills and Knowledge

**West Whitlawburn Housing Co-operative wishes to compare your experience, skills and knowledge with its requirements for this post.**

**The recruitment panel will use this section to compare your application to the person specification and assess your suitability.**

**You should therefore try to show in the following part of the form how you satisfy the requirements set out by the person specification. This does not have to be from paid work but can be from other experience.**

It is essential that you give full details in each of the following sections, providing evidence of how you meet the particular experience and qualities sought. It is not enough to state that you meet the requirements, **you must provide specific examples against the requirements of the person specification.**

**Complete all sections.**

|  |
| --- |
| **Experience and Qualifications** |
|  |
| **Knowledge** |
|  |
| **Skills and Abilities** |
|  |
| **Other** |
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## 11. Additional Information

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

## 12. 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.

Referees will only be approached after a conditional offer is accepted.

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| --- |
| **Reference 1 (present or most recent employer)** |
| Name: |  |
| Occupation: |  |
| Organisation: |  |
| Address: |  |
| Email address:  |  |
| Telephone Number: |  |
| Relationship to you: |  |

|  |
| --- |
| **Reference 2** |
| Name: |  |
| Occupation: |  |
| Organisation: |  |
| Address: |  |
| Email address:  |  |
| Telephone Number: |  |
| Relationship to you: |  |

**Equality Monitoring Form Private and Confidential**

**(Completion of this form is voluntary and the contents will remain anonymous)**

We ask you to please complete the following questionnaire to help us ensure that we are reaching all sections of the community, and to check the effectiveness of our recruitment practices.

All information will be treated in the strictest confidence, in line with requirement of the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR), and will not affect your application.

|  |  |
| --- | --- |
| **Where did you see this post advertised:** |  |

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

|  |
| --- |
| ***Gender*** |
| Male  |  |  |
| Female |  |  |
| Prefer not to say |  |  |
| Prefer to self-describe, please provide details:  |

|  |
| --- |
| Sexual orientation |
| **What is your sexual orientation?** |
| Bisexual |  | Gay man |  |
| Heterosexual/straight |  | Lesbian/ gay woman |  |
| Other |  | Prefer not to say |  |

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

|  |  |
| --- | --- |
| Prefer not to say   |  |

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| Belief or Religion |
| **Please tick the box which best describes your belief or religion.**  |
| Catholic: |  | Protestant: |  | Other Christian: |  |
| Hinduism: |  | Islam: |  | Judaism: |  |
| Sikhism: |  | Buddhism: |  |  |  |
| 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 |  |

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| Disability |
| Are you a disabled person?  | Yes |  | No |  |
| Please specify the nature of your impairment. |  |
| Prefer not to say |  |

Ethnicity

Please tick the box that best describes your ethnicity.

**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:  | Yes |  | No |  |
| Please specify your ethnic group |  |
| Prefer not to say: |  |

**Guidance Notes for Applicants on Filling in the Application Form**

**Please read these notes carefully**

1. Please do not send in your Curriculum Vitae.

2. The enclosed Person Specification lists the essential and desirable requirements for this post. When short-listing for interview, the selection panel will only consider the information contained in your application form. You should demonstrate how you meet the job requirements to be considered for the post.

3. The selection panel will not make assumptions about the nature of the work from a list of job titles. It is not enough to state that you meet the requirement; you should demonstrate how you meet it with examples. Life experience and skills, as well as work experience may be used. Interviews will be offered to candidates who are the best fit to the post as well as meeting the essential criteria.

4. If you are short-listed for interview, the selection panel will wish to discuss the areas covered in the Person Specification in more detail.

5. Candidates must declare on their application form if you are related to any members of staff, management committee member, consultants or contractors or suppliers to the Co-operative. This will not necessarily be detrimental to your application.

6. All personal details will be removed, and applications are anonymised for the short-listing process

7. The equal opportunities monitoring information is kept separately and does not form part of the selection process.

8. WWHC is keen to be an inclusive organisation, so we encourage candidates with a disability to contact us if there are adjustments / assistance that we can provide to enable an application.

10. All interview candidates will be required to complete a criminal conviction declaration under the Rehabilitation of Offenders Act 1974. Positions are subject to the declaration being completed.Any information you do disclose will be treated confidentially and only shared with those who need to know.

If you are appointed and it is found you did not disclose previous conviction(s), which you were legally obliged to disclose, then disciplinary action up to and including dismissal may be taken.

11. Where possible, please email your application as a word document, with confirmation of the application being true and complete stated in the email.Candidates invited for interview will be asked to sign their application at this point.

12. Completed application and equality monitoring forms should be returned to:

**recruitment@evh.org.uk** quoting the job title in the subject line.

The application form must be completed in full.

You will be asked to provide proof of qualifications, professional memberships and eligibility to work in the UK if you are invited to interview.

**All shortlisted applicants will be emailed to invite them to attend for interview. It is important that you check your emails regularly, including your junk/spam folder.**