



Drumchapel Housing

Co-operative Limited

Application for Employment

(Applications must be clearly written in black ink or typed)

CONFIDENTIAL

Post applied for: Corporate Services and Finance Officer

The response boxes throughout this application form will automatically expand to accommodate your responses.

Personal Details	
Initial(s)	
Surname	
Address	
National Insurance number	
Home telephone number	
Mobile telephone number	
Work telephone number	
Can we contact you at work?	Yes/No
Email address	

The information that you provide in this application form will enable us to decide whether to select you for interview. It will be retained for a period outlined in the Co-operative's policy on data protection and access to personal information, currently six months for job application forms, unless you request it be removed sooner.

All questions must be answered. Whilst some sections may not be relevant to you personally, you should complete the form as fully and accurately as possible to enable your application be given full consideration; where a question or section is not applicable, then please state this rather than leave it blank.

CVs will not be accepted unless providing additional information in support of your application.

The post is subject to a Basic Disclosure under the PVG Scheme in Scotland. The successful applicant will be required to provide an up-to-date disclosure (to be paid for by the Co-operative).

The Co-operative operates a dress code requiring staff to dress in a neat, tidy and business-like fashion at all times. Corporate business wear is provided and must be worn by staff members accepting issue of same.

Drumchapel Housing Co-operative operates an equality and diversity policy and strives to ensure that all people, group(s) of people or organisation(s) who deal with the Co-operative in any way or who require a service, assistance or advice from the Co-operative, or who is employed by (or serves) the Co-operative in any capacity, are treated equally. In particular, we have a zero tolerance approach to discrimination, whether direct or indirect, of any person or group of individuals on the basis of:

- Age
- Disability
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Gender (referred to as “sex” in the legislation)
- Gender reassignment
- Sexual orientation

These are the nine “protected characteristics” outlined in the Equality Act 2010.

If you require this application form in an alternative format such as larger font or an audio format, please contact the Co-operative. If selected for interview, we will accommodate any requirements you may have in relation to access or communication.

Education

If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application.

Secondary school education

Qualifications obtained	Please state level of pass/grade

Further/higher education

Name of College/University	Course of study	Grade/result

Job-related training courses

Please list any training/short courses you have taken that you consider to be relevant to the post of Receptionist/Administrative Assistant.

Course	Details

Employment history

Please give details of past and present work. This can be paid work, voluntary work or work from home. Start with the most recent. (Please account for entire career history including career breaks).

Current or most recent employment	
Name and address of employer	
Start date	
End date	
Salary	
Reason for leaving	
Position held	
Key duties	

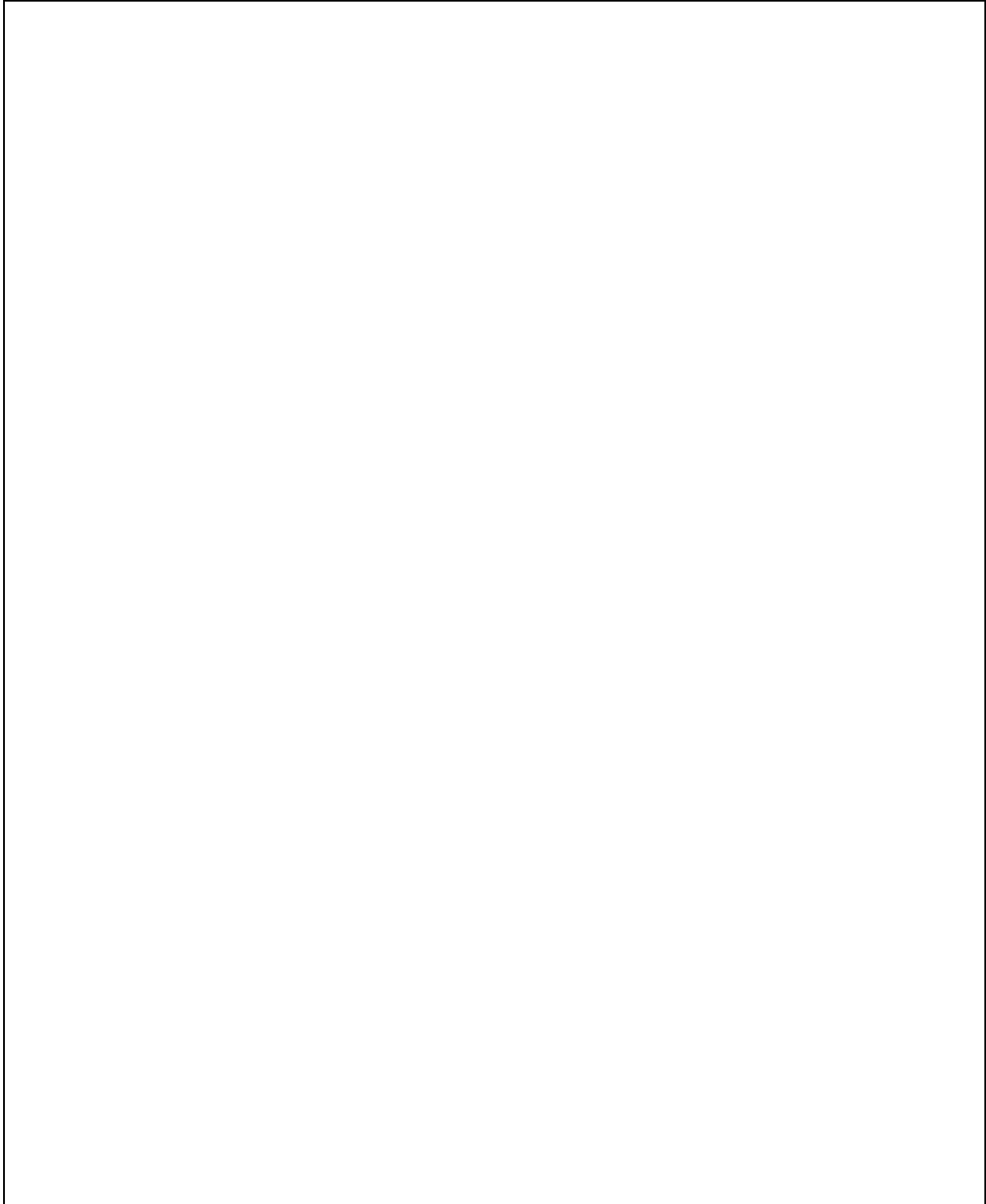
Previous employment (please insert additional rows as necessary)

Name and address of employer	
Start and end dates	
End date	
Salary	
Reason for leaving	
Position held	
Key duties	

Name and address of employer	
Start date	
End date	
Salary	
Reason for leaving	
Position held	
Key duties	

Information in support of your application

Please use the space below to tell us why you have applied for this post, the qualities you could bring to it, and any other information you consider relevant to your application. Please do not exceed one page.



Further information relevant to your application

We wish to compare your experience, skills and knowledge with the requirements of the post. You should therefore demonstrate and evidence how you satisfy each requirement, providing examples where applicable. The examples/evidence do not have to be from paid work, but can be from other experience.

The selection panel will not consider candidates who do not meet all the essential requirements, therefore please complete all sections.

Continue on separate sheets as required.

*"E" denotes an essential requirement and "D" denotes one that is desirable.

Requirement (Skills, abilities, experience required)	*E/D?	Compliance (Please use the space below to explain how you meet the requirement, with examples)
Highly developed communication skills	E	
Excellent IT skills – specifically Microsoft Office packages	E	
Excellent numeracy skills	E	
Highly developed customer service skills	E	
Sound understanding of how housing cooperatives work	D	
Knowledge of the SDM housing software package	D	
Sound understanding of corporate governance in the voluntary sector	D	
Understanding of Human Resources, Health & Safety and Payroll administration	D	
Understanding of how Finance works in the voluntary sector	D	
Understanding of Financial Regulations,	D	

Requirement (Skills, abilities, experience required)	*E/D?	Compliance (Please use the space below to explain how you meet the requirement, with examples)
Policies and Procedures		
Experience of working in the social rented housing sector	D	
Experience of working for a voluntary Board of Management	D	
Experience of delivering high quality administration services	E	
Experience of working in Finance in the housing sector	D	
Committed to personal and professional development	E	
Excellent team worker willing to 'walk the extra mile'	E	

Interviews (if you are shortlisted)

Are there any restrictions on when you could attend for interview?

Yes/No

If yes, please specify:

If selected for interview would you require any special arrangements (for example, relating to access or communication)?

Yes/No

If yes, please specify:

The Co-operative is *Positive about Disabled People* and operates a job interview guarantee scheme. This means that if you have a disability and meet the minimum requirements outlined within the Person Specification, you will be guaranteed an interview. However, some disabled people prefer not to take this option, so please select the "no or not applicable" option if this applies to you. The definition of disability is outlined on the attached Equality Information form.

Do you wish to participate in the job interview guarantee scheme?

Yes/No or not applicable

References

Please give the contact details of two referees, the first of whom must be your present or most recent employer. Referees will **not** be contacted prior to interview.

1 Name	_____	2 Name	_____
Address	_____	Address	_____
Postcode	_____	Postcode	_____
Tel. No.	_____	Tel. No.	_____
E-mail address	_____	E-mail address	_____
Occupation/ Position held	_____	Occupation/ Position held	_____

General information and declaration

How soon after a job offer would you be able to start?	_____
If you are related to any employee or Board member of Drumchapel Housing Co-operative or anyone who has been employed as a staff member or has served on the Board in the last twelve months, please provide details of the name and relationship. (If not applicable, then please state this).	
Do you have any other commitments which make demands upon your time or any business connection which has potential to represent a conflict of interest with the job you are applying for?	
Please answer "yes" or "no". If you answer "yes", please provide detail	

The Asylum and Immigration Act 1996

The Asylum and Immigration Act 1996 makes it an offence to employ anyone who is not entitled to live and 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 following: -

- a) Original of your current passport **or**
- b) Birth certificate/marriage certificate **and** a document detailing your national insurance number - this could be a letter from Her Majesty's Revenue & Customs, the Benefits Agency, a P45, a P60 or National Insurance Card.

Rehabilitation of Offenders Act 1974 and Criminal Conviction(s)

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

Please note that canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment, we may invoke disciplinary action that could lead to your dismissal.

General Data Protection Regulation (GDPR)

I understand and agree that any information about myself that I have provided in the course of my employment and subsequent appointment at Drumchapel Housing Cooperative (DHC) will only be used for the purposes of my employment and will only be shared with such persons and agencies as required by law or in accordance with DHC's registration with the Information Commissioner's Office.

- Details of data held, and processing of that data, is contained within the Employee Fair Processing Notice
- A copy of any employee's Personal Data held by the Association is available upon written request by that employee from the Association's Director

Declaration

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 _____

Completed applications

When completed your application form should be sent by e-mail to:

recruitment@evh.org.uk

Please note that there is no need to also post a hard copy of your application form. If short listed, you will be asked to sign your application form at a later stage.

The closing date is 12 noon on Friday 22 July 2022.

Interviews will be held on Thursday 11 & Friday 12 August 2022.
