

Application for Employment

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

**CONFIDENTIAL**

**Post applied for:**

**Corporate and Governance Officer**

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

|  |  |
| --- | --- |
| **Personal Details** | |
| Initial(s) |  |
| Surname |  |
| Address |  |
| Home telephone number |  |
| Mobile 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.

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.

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 please contact [recruitment@evh.org.uk](mailto:recruitment@evh.org.uk). If selected for interview, we will accommodate any requirements you may have in relation to access or communication.

Education and 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.

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 Corporate & Governance Officer.

|  |  |
| --- | --- |
| **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. Please explain below how you satisfy the criteria detailed in the person specification paying particular attention to the essential criteria for the orle. In your submission, please include examples to demonstrate this to the panel. 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, however we encourage you to outline this information in no more than one page per section.

| **Compliance**  (Please use the space below to explain how you meet the requirement, with examples) |
| --- |
| **Experience & Knowledge** |
|  |
| **Skills & Abilities** |
|  |
| **Personal Qualities** |
|  |

**Interviews** (if you are shortlisted)

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

**Yes/No**

**If yes, please specify:**

We are committed to being an Equal Opportunities employer and do not discriminate in any way. For the purposes of making arrangement for interview, please can you let us know if you consider yourself to have a disability?

If you consider yourself to have a disability, please detail any arrangements that we can make for you if you are called for interview:

As part of our commitment to being an Equal Opportunities employer, we have been awarded Disability Confident Employer status for disabled candidates. Compliance with the award requires us to offer a guaranteed interview for all disabled candidates that meet all the essential criteria of the role.

Would you like your application to be considered under the Disability Confident 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 details | |

**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: -

1. Original of your current passport **or**
2. 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 Co-operative (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 Co-operative is available upon written request by that employee from the Co-operative’s Director

**Where did you hear about this vacancy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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](mailto: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 Thursday 8 May 2025 at 10.00am**