



TRUST HOUSING ASSOCIATION LIMITED
APPLICATION FOR EMPLOYMENT

AP 1

Post applied for:

Please complete this form in black ink or type script. Please also read the enclosed guidance notes before completing the application form.

SECTION ONE

Personal Details

Surname:

Initials:

Address:

Home tel no:
Daytime tel no:
Mobile tel no:

Postcode:

Date of birth:

National Insurance number:

Are you related to anyone who works/has worked for Trust Housing Association, or who serves/has served on the Association's Board? YES/NO

If yes, please give details including relationship:

Personal Details

The information which you provide by completing this application form will be used by Trust Housing Association Limited for the purposes of processing your application. If your application is successful, the information will be retained for the purposes of employee management and administration. If your application is unsuccessful we will hold your information for 6 months and then destroy it. We will keep details of your application confidential and will not disclose them to third parties except where we are required to do so by law or where we have obtained your consent in advance. If you believe the information we hold about you is not correct, you may write and ask us to change it.

In signing the declaration below, you consent to the processing of the personal data supplied in this employment application form in the terms stated above.

Declaration:

I confirm that the details I have supplied are, to the best of my knowledge, correct. If any information given by me in this form or in support of my application is untrue, I accept that false information or omission may disqualify my application, or if appointed, result in dismissal without notice.

Signed: Date:

(please use initial(s) and surname only when signing)

SECTION TWO

Employment History

Current or most recent employment

Name and address of employer:

Start date with current employer:

Current or most recent salary:

Notice required:

Current or most recent post:

Length of time in current or most recent post:

Date of leaving (if applicable):

Reason for leaving (if applicable)

Description of main duties and responsibilities in current or most recent post:

SECTION FOUR

Statement of experience, knowledge, skills and training (please use continuation sheet(s) if necessary)

Please give details of:

- your experience, knowledge, skills and relevant training (either in a work or personal/voluntary capacity);
- explain how you think these are relevant to the requirement of the post; and
- reason(s) for applying for the post

REFERENCES

Please give the names and addresses of 2 people in a **work related** capacity who can be contacted to provide comment on your suitability for the post applied for. At least one of the referees must be your current or most recent employer. Referees must not be a partner, spouse or other relative. Referees will only be contacted once a conditional offer of employment has been made.

	(1) Current/Most Recent Employer	(2) Previous Employer/ Character
Name:		
Address:		
Post Code:		
Tel No:		
E-mail (if known)		
Job Title:		
Relationship to referee:		

HEALTH

Have you any reason to believe that you are not physically and mentally fit to perform the duties of the post that you have applied for?: YES/NO

If you answered YES above, please supply brief details below:

DRIVING LICENCE

Do you hold a current UK driving licence? YES/NO

Does your licence have any penalty points or endorsements? YES/NO

If YES, state type, date and duration of conviction or endorsement below:

REHABILITATION OF OFFENDERS ACT 1974: (EXCEPTIONS) ORDER 1975

Please refer to the guidance notes before completing this section.

You should only complete this part of the application pack if advised to do so in the guidance notes. Otherwise, you are not required to complete this section.

If you are applying for one of the posts listed under the Rehabilitation of Offenders Act section of the guidance notes accompanying this application form, you must indicate below whether or not you have any criminal convictions or proceedings pending against you.

Because of the nature of the work associated with these posts (please refer to list in guidance notes) these are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 as amended. Applicants are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act.

If you are applying for one of these listed posts, any failure to disclose all convictions (spent or unspent), or failure to give details of any criminal proceedings pending against you will invalidate your application, or in the event of employment, could result in dismissal in accordance with the Association’s Disciplinary Procedure.

Any information will be kept in strictest confidence and will be considered only in relation to your application for such a post.

Having a criminal record will not necessarily debar anyone from working with Trust Housing Association. Decisions regarding suitability for positions which are subject to criminal conviction vetting through Disclosure Scotland, will be dependent on the nature of the post, together with the circumstances and background of the offence(s).

Successful applicants for posts listed in Rehabilitation of Offenders Act section of the guidance notes accompanying this application form will require a satisfactory disclosure certificate issued by Disclosure Scotland. You will only be asked to do this if you are made a conditional offer of appointment to one of the listed posts.

Have you ever been convicted of a criminal offence: YES/NO

Are there any criminal proceedings pending against you or are you at present the subject of criminal charges:

YES/NO

If you have answered YES to either question please provide details below (or on a continuation sheet, if required):

Thank you for completing this application form, which you should return by the closing date together with the monitoring questionnaire and any continuation sheet(s) used to: Human Resources, Trust Housing Association Limited, 12 New Mart Road, Edinburgh, EH14 1RL.

Please note that in the interests of the best use of the Association’s financial resources, only candidates called for interview will be contacted again.