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| **For Pineview Use Only** |
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# Pineview logoPineview Housing Association Ltd

**5 Rozelle Avenue**

**Drumchapel**

**G15 7QR**

##### Tel: 0141 944 3891

**IN CONFIDENCE**

**Please complete all sections. CVs will not be accepted**

The information that you supply in this application form will enable the selection 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 personal information provided within your application form will be handled and used by us in accordance with the “How We Will Use Your Personal Information (Employment Applicant)” statement available for download with this application form. Please read that statement carefully before completing your application form. By submitting your application form to us, you accept the content of that statement. Please note that the first two pages **will not** be shown to the shortlisting panel.

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| **Pineview Housing Association Limited**  **Application For Employment** | |
| **Application For The Post Of: Housing Assistant**    **Closing Date: Wednesday 15th December 2021 at 2pm**  Applications received after this time **will not** be considered | |
| Surname: Initials: | |
| Address for correspondence:  Postcode: | Private Tel. No: |
| Your daytime telephone no. (on which a message may be left): |
| Mobile No: |
| Email Address: |
| Immigration, Asylum & Nationality Act 2006 The Immigration, Asylum & Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the EU  Do you currently have the right to work and live in the EU?  **Yes / No** Please delete as appropriate |

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| **Assistance for people with disabilities**  **We are committed to being an equal opportunities employer and do not discriminate in any way**. |
| If you consider yourself to have a disability, are there any arrangements that we can make to assist\adapt, for you, if you are called to interview or if successfully employed? Please give details below: |

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| **Referees**: Please give details of two referees (one at least of whom should be your present or most recent employer. They should be qualified to comment on your ability and experience for this appointment and should include a reference from your current line manager). Pineview Housing Association does not accept references from family members. | |
| 1. Name:  Job Title:  Company:  Address:    Postcode:  Tel No:  Email:    Relationship to Applicant: | 2. Name:  Job Title:  Company:  Address:  Postcode:  Tel No:  Email:    Relationship to Applicant: |

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| Declaration |
| In making this application for employment with the Association, I confirm that the answers to the following questions and the information I have given in this application form 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: |

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| **Declaring Personal Interests** |
| You are required to declare any connection with an existing Pineview Housing Association employee or Board member.  Please state if any person in Group 1 below, or anyone in Group 2 with whom you have regular contact, is an employee or Board member.  This will not necessarily preclude you being employed by Pineview Housing Association, but we need to be aware of these connections to avoid any conflict of interest on anyone’s part and to ensure an open and fair recruitment process. |

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| **Group** | **Required Response** |
| 1. **Members of your household**   This includes:   * Anyone who normally lives as part of your household (whether related to you or otherwise) * Those who are part of your household but work or study away from home | We expect you to be aware of and declare any relevant actions of all people in your household. You must take steps to identify, declare and manage these. |
| 1. **Partner, Relatives and friends**   This includes:   * Your partner (if not part of household) * Your relatives and their partners * Your partner’s close relatives (i.e. parent, child, brother or sister) * Your close friends * Anyone you are dependent upon or who is dependent upon you * Acquaintances (such as neighbours, someone you know socially or business contacts/associates) | Where you have a close connection and are in regular contact with anyone within this group, we expect you to be aware of and declare any relevant actions. Under these circumstances, you must take steps to identify, declare and manage these actions.  Where you do not have a close connection and regular contact with someone in this group, we do not expect you to be aware of or to go to unreasonable lengths to identify any relevant actions. However, if you happen to become aware of relevant actions by such individuals, then these should be declared and managed as soon as possible. |

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| Please provide details as necessary: | | |
| **Education & Qualifications** | | |
| Subjects Studied | Qualifications Obtained | Grade |
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| **Further Education** | | | | | | |
| University or  Further Education Establishment | | | | Course (s) &  Subjects Studied | | Degrees, Diplomas  Certificates Obtained |
|  | | | |  | |  |
| Professional Qualifications | | | | | | |
| Name of Awarding Body | | | | Qualifications Obtained, Membership of Professional Institution etc. | | |
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| **Training Courses**  (Please give details of any short courses or training undertaken relevant to the post} | | | | | | |
| Course(s) Undertaken | | | | Provider(s) | | |
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| Employment History | | | | | | |
| Present or most recent employment | | | | | | |
| Date  From | Date  To |  | Name and Address of  Employer | | Full details of duties/post and please also include your reason for leaving / wanting to leave  (continue on additional sheet if required) | |
|  |  |  |  | |  | |
|  |  |  | Position Held | |  | |
|  |  |  |  | |  | |
|  |  |  | Salary & other benefits/payments | |  | |
|  |  |  | £ per annum | |  | |

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| **Employment History (in order of most recent post first)** | | | |
| Name & Address of Previous Employer(s) | From Month/Year | To Month/Year | Position Held, Main Duties and include your reason for leaving |
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| **Why are you seeking new employment and this post?** | |
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| **Pineview Housing Association 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.**  **Complete all sections. The selection panel will consider candidates who do not meet all the requirements.**  **However, please note you must demonstrate that you meet the essential requirements.**  **E – Essential D – Desirable Requirement** | |
| **Criteria** | **Evidence i.e. please explain fully how you meet this criteria** |
| Experience of a highly customer focussed environment & working with customers to shape service delivery (E) |  |
| Experience in delivering objectives/ tasks within timescales and to a high standard (E) |  |
| Experience of working under pressure and co-ordinating / prioritising a varied and complex workload to meet critical deadlines and timescales (E) |  |
| Experience of administration, processing and record keeping (E) |  |
| Experience of preparing /interpreting data and producing reports (E) |  |
| Proficient user of Microsoft Office packages, IT information systems and databases (E) |  |
| Excellent attention to detail and high degree of accuracy (E) |  |
| Highly organised and flexible (E) |  |
| Efficient and effective working with colleagues, contractors and a wide range of external partners (E) |  |
| Personal resilience, self-awareness and willingness to learn and adapt (E |  |
| Professional and confident manner in engaging with people, including handling complex and sensitive situations / enquiries (E) |  |
| Takes ownership / accountability for decisions and actions and is solution focussed (E) |  |
| Flexibility to work outwith office hours if required on occasion (E) |  |
| Experience of working with the public in a social housing / housing related environment  (D) |  |
| Experience of working in housing management (D) |  |
| Experience of working in repairs and maintenance (D) |  |
| Experience of SDM Housing Software (D) |  |
| Knowledge of housing legislation (D) |  |
| Knowledge of gas safety legislation (D) |  |
| Knowledge of repairs diagnosis processes (D) |  |
| **Please use this section if you wish to provide any other relevant information not covered elsewhere on this form and indicate how this will enable you to contribute to this post e.g. voluntary work, major achievements, projects to date.** | |
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| **If you were offered the post, when is the earliest you could start?** | |
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| **Where did you see this post advertised?** | |
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| Do you possess a full current Driving Licence? Yes/ No | |
| Do you have access to a car for work purposes? Yes/ No  Are you insured for business purposes? Yes/ No  Please delete as appropriate | |

**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 provide the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

**When completed this form can be returned by e-mail to: recruitment@pineview.org.uk**

Please note that the closing date/time for receipt of applications is **Wednesday 15th December 2021 at 2pm.**