



IN CONFIDENCE

**PLEASE COMPLETE ALL SECTIONS
CV will not be accepted.**

The information that you supply in this application form will enable the interview 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.

Please note that the first two pages of this form **will not** be shown to the shortlisting panel.

**Post Applied For: Estate Co-ordinator
Closing date for receipt of applications is: 19 November 2021
Applications received after this time will NOT be considered**

Personal Information

Title:	Surname:	First Name:
Address for Correspondence:		
Postcode:		
Private Telephone Number:	Mobile Number:	
E-mail Address:		
Your Daytime Telephone Number (on which a message may be left):		

Equality Act 2010

We are committed to being an Equal Opportunities Employer. If you have a disability as defined in the Equality Act 2010, are there any arrangements that would assist you in attending an interview? Please provide details below.

Disability Confident Scheme [Formerly Double Tick Employer] [delete or amend as appropriate]

As part of our commitment to Equal Opportunities, we have been awarded Disability Confident Employer status for disabled candidates. In order for us to comply with our award, we offer a guaranteed interview scheme for all disabled candidates that meet all the essential criteria.

If you would like your application to be considered on this basis, please tick the box below.

I would like my application to be considered under the Disability Confident Scheme. Yes

Referees

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 not be approached prior to a conditional offer being accepted.

Name:	Name:
Job title:	Job title:
Company:	Company:
Address:	Address:
Postcode:	Postcode:
Email:	Email:
Tel No:	Tel No:

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 EU. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the EU. 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 EU? **YES/NO** (please delete as appropriate)

Data Protection

Information from this application will be processed for purposes permitted under the General Data Protection Regulations. Individuals have, on written request, the right to access their personal data held on them.

Information about how your data is used, and the basis for processing your data is provided in Hillhead Housing Association's job applicant privacy notice.

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 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: _____

Post Applied For: _____

Secondary Education (please list subjects passed)

SCQF Level 5 e.g. National Award or equivalent	Grade	SCQF Level 6 e.g. Higher Grade or Equivalent	Grade

Further Education

University or Further Education Establishment	Course(s) & Subjects Studied	SCQF Level 8/+ e.g. Degrees, Diplomas, Certificates or Equivalent Obtained

Professional Qualifications

Name of Awarding Body	Qualifications Obtained, Membership of Professional Institution etc

Training Courses

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

Course(s) Undertaken	Provider(s)

Computer Skills (please detail your experience)

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Employment History (list in order with most recent post first)

Name & Address of Previous Employer(s)	From Month/Year	To Month/Year	Position Held, Main Duties and Reason for Leaving

Please continue on a separate sheet if necessary.

Employment with insert organisation name

Hillhead 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. The Selection Panel may consider candidates who do not meet all the requirements, therefore please complete all sections as appropriate.

ESSENTIAL	
Educated to SCQF Level 5 level or equivalent; or demonstrable equivalent experience (English)	
Experience of working in housing maintenance/management within a customer focussed environment	
Experience of working with a wide range of customers	
Experience of letter writing, producing clear and concise information	
Current knowledge of health & safety legislation	

Current knowledge & understanding of the model Scottish Secure Tenancy Agreement	
Ability to keep clear and concise records which if necessary could be used as evidence	
Good keyboard skills and familiarity with use of email, database systems. excel spreadsheets	
Ability to prioritise workload and work on own initiative	
Pleasant manner and good communication skills	
Flexible approach to work	

Trustworthy and tactful	
Excellent organisational skills	
Good team player	
Excellent customer service skills and ability to deal with queries and complaints professionally and effectively	
Well developed numeracy and literacy skills	
Full driving license with access to own car	

DESIRABLE	
Experience of working in and providing support to a small team	
Experience of working with other organisations and stake holders, sharing relevant and appropriate information	
Knowledge of performance standards for social housing	
Highly motivated and keen to learn	
Able to use experience and initiative to solve problems	
Ability to work on own as well as part of a team	

Knowledge of current GDPR regulations	
Familiar with integrated housing management and maintenance computer systems	
Ability to attend occasional evening meetings	

Additional Information

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

Relationship to Staff Members

If you are related to any employee of Hillhead Housing Association 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:

Relationship to Committee Members

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

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

Advertisement Source

Where did you see this post advertised? _____

When completed this form can be returned by e-mail to: admin@hillheadhousing.org

Or by post to:

**Hillhead Housing Association
2 Meiklehill Road
Kirkintilloch G66 2LA**

(Please affix the required postage for weight/size of envelope if returning by post)

(If returning the application form by e-mail please note that there is no need to also post a hard copy. If shortlisted you will be asked to sign your application form at interview.)

Please note that the closing date/time for receipt of applications is

12 noon on 19 November 2021

End of application form