



hebridean housing
partnership

PART A - Personal Details

For Office Use Only

Candidate ID
No:

Application for Employment

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.

The information provided within your application form will be processed in accordance with the Data Protection Act 1998. Please note that Part A of this form **will not** be shown to the shortlisting panel.

Please read the enclosed notes on how to complete your application form before proceeding. Please **type** or **print** using **black ink**.

1. Post Information

Post Title

Finance Assistant (Temp)

Closing Date

5.00pm on 23.2.18

Ref No

R13

2. Personal Information

Title:

Surname:

First Name(s)

Address for Correspondence

Postcode:

Telephone Number:

Mobile Telephone Number:

Your Daytime Telephone Number (on which a message may be left):

E-Mail Address:

3. 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 you or adaptations that can be made, if you are called to interview or if successfully employed? Please give details below:

4. 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)

5. 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. Hebridean Housing Partnership does not accept references from family members.

Referees will not be approached prior to a conditional offer being accepted.

Name:

Job Title:

Company:

Address:

Postcode:

E-mail:

Tel No:

Name:

Job Title:

Company:

Address:

Postcode:

E-mail:

Tel No:

6. 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: _____

Dated: _____

Post Applied For: _____

PART B - Education Summary

For Office Use Only

Candidate ID No:

7. Education and Training Record

Secondary Education - Qualifications Achieved

Subjects	Type of Qualification e.g Standard Grade, GCSE, Higher, BSc	Grade Achieved

Further/Higher Education - Qualifications Achieved

University/College Attended	Course & Subjects Studied	Certificates Obtained

Membership of Professional or Regulatory Bodies

Full Name of Organisation(s)	Registration Number	Renewal Date

Training Courses

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

Courses Undertaken	Provider(s)

Computer Skills

(Please detail your experience)

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Post Applied For: _____

PART C - Career Summary

For Office Use Only

Candidate ID No: _____

8. Present or Most Recent Employment

Name & Address of Employer	Date From:		Date To:	
	Position Held:			
	Salary and other benefits/payments			
	Notice Required:			
	Reason for Leaving:			

Nature of Post (please describe your main duties):

9. 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.

10. Employment With Hebridean Housing Partnership

Hebridean Housing Partnership 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 will consider candidates who do not meet all the requirements, therefore please complete all sections as appropriate.

Experience, Skills & Knowledge	Details
Good general education to Standard Grade or equivalent	
2 year working in a busy office environment	
Maintaining and developing filing systems	
Microsoft Office packages	
Proficiency on word processing and spreadsheets including design and layout of documents	

Team player	
Good communication skills	
Filing	

PART C - Additional Information	
For Office Use Only	
Candidate ID No:	

11. 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.

12. Driving Licence

Do you possess a full current driving licence YES/NO (delete as appropriate)

Do you have access to a car for work purposes YES/NO (delete as appropriate)

Are you insured for business purposes YES/NO (delete as appropriate)

13. Criminal Convictions

Please see Guidance Notes on Application Form - Section 6

Have you a current criminal conviction or caution i.e one that is not spent? YES/NO (delete as appropriate)

14. 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.

15. Relationship to Staff Members

If you are related to any employee of Hebridean Housing Partnership 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:

16. Relationship to Board Members

If you are related to a Board Member of Hebridean Housing Partnership or anyone who has been a Board Member in the last 12 months, please provide details:

17. Canvassing

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal.

18. 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.

19. Advertisement Source

Where did you see this post advertised?

When completed this form can be returned by e-mail to:
recruitment@hebrideanhousing.co.uk

Or posted to:

Chief Executive
Hebridean Housing Partnership
Gleann Seileach Business Park
Stornoway
Isle of Lewis
HS1 2QP

(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.)



EQUAL OPPORTUNITIES MONITORING FORM

Hebridean Housing Partnership is committed to equal opportunities in employment, regardless of: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins, and citizenship), religion/belief, sex and sexual orientation.

We would therefore ask you to please complete the following questionnaire to help us ensure that we are reaching all sections of the community, and to check the effectiveness of our recruitment practices.

All information will be treated in the strictest confidence, in line with requirement of Data Protection Act 1998, and will not affect your application.

Gender: Female Male Trans Gender

Disability: Do you consider yourself to have a disability/special needs?

Yes No

If yes, please describe your disability/special needs (e.g visual, speech, hearing). This will help us to facilitate your needs/requirements.

Please indicate any individual requirements/equipment

Ethnic Origin: Please choose ONE section for A to E, then tick the appropriate box to indicate your cultural background.

A. White	B. Mixed	C. Asian or Asian Scottish/British	D. Black or Black Scottish/British	E. Other Ethnic Group
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- English
- Scottish
- Welsh
- Irish
- Polish
- Gypsy Traveller
- Other White

Any mixed background

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian

- Caribbean
- African
- Other Black

- Arab,
- Arab Scottish/
British

Prefer not to say

Any other ethnic group (please state): _____

Religion: I would describe my religious background/belief as: _____

None

I prefer not to say

Sexual Orientation:

- Bi-sexual
- Gay/Lesbian
- Heterosexual/Straight
- Prefer not to say

Age: Please indicate your age group.

16 - 24		25 - 34		35 - 44		45 - 54		55 - 64		65 & over	
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