

Application Reference:



Application Form for Employment

Please complete all sections of this form fully in type or **black pen** as it will be photocopied (you may reproduce it on a WP). Please sign the Application Form and return it by the closing date to:

Loreburn Housing Association Limited
Huntingdon
27 Moffat Road
Dumfries
DG1 1NN
Tel 01387 321300
E mail Enquire@Loreburn.co.uk

Post Applied For:

1. Personal Details (This page is detached prior to shortlisting)

Preferred Title (delete as necessary):
Mr/ Mrs/ Miss/ Ms/ None/ Other (please detail)

Date of Birth:

Surname:

Home Telephone No:

Full First Names: (if preferred initials may be used)

Work Telephone No:

Address:

May we ring you at work? **Yes / No**

All documentation relating to job interviews is retained for a period of 6 months from the date unsuccessful candidates are advised. All material pertaining to unsuccessful candidates will then be destroyed.

For Office Use Only

Shortlisted	Interviewed	Appointed

Application Reference:

Application Reference:

2. Present Employment (or if presently unemployed, details of last employment)

Job Title:	Name of Employer:
Present Salary:	Address:
Start Date:	Type of Business:

Please give a brief description of your current/most recent job and your responsibilities:
(Continue on a separate sheet if necessary)

To whom do you report?	For which staff (if any) are you presently responsible?
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Please give your reasons for applying for this Loreburn vacancy:

3. Employment History
Please give details of your previous employment (start from the most recent):

Name of Organisation	Length of Employment	Job Title & Scope of the Post	Reason for Leaving

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4. Education & Qualifications

In relation to the Person Specification provided, please give details of your education and qualifications obtained:

Schools / Colleges / University	Qualifications Obtained

Details of any further professional qualifications obtained or relevant courses attended:

Professional Body	Level of Membership	Registration Date	By Examination or Election

5. Achievement

Describe your most significant achievements relevant to this post:

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6. Person Specification

In this section you should demonstrate with examples from previous employment, study or life experience how you meet the relevant criteria listed in the Person Specification. Please do **NOT** simply copy examples from the Person Specification. Use a maximum of two extra sheets if necessary.

In relation to the Person Specification, describe how you meet the specified KNOWLEDGE requirements of the post:

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In relation to the Person Specification, describe how you meet the specified POST REQUIREMENTS:

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In relation to the Person Specification, describe how you meet the specified PERSONAL ATTRIBUTES required of the postholder:

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In relation to the Person Specification, describe how you meet any OTHER REQUIREMENTS we have outlined:

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Please tell us how you meet the Principles & Behaviours outlined in the Job Description:

7. Other Details

Do you have a valid clean driving licence?

Yes / No If No, please give details:

Do you have any criminal convictions (other than those spent under the Rehabilitation of Offenders Act)?

Yes / No If Yes, please give details:

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8. References

Please give names and addresses of two people to whom we may apply for references:

Reference 1 (Present or most recent employer)	Reference 2
Name & Address:	Name & Address:
Tel:	Tel:
Relationship:	Relationship:

References provided will not be taken up unless we are considering making an offer of employment following interview. In this event, may we contact the references above without further reference to you?

Reference 1: **Yes / No**

Reference 2: **Yes / No**

9. Availability / Connected Persons

Are you permitted to work within the United Kingdom? **Yes / No**

If No, please provide details:

When would you be free to take up a new appointment:

Are you related to any of the following (required under Schedule 7 of the Housing (Scotland) Act 2001)?:

- a. Member of Loreburn's Management Committee **Yes / No**
- b. Member of Loreburn staff **Yes / No**
- c. Principal proprietor or person directly involved in the management of a business trading for profit which provides services to Loreburn **Yes / No**

If Yes, please state the relationship:

10. Declaration

I declare that the information provided in this Application Form is, to the best of my knowledge, correct and if I am appointed will form part of my contract of employment.

Signed: _____	Date: _____
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Notes	Shortlist Candidate: Yes / No
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Equalities & Diversity Information

To help us monitor our Equalities & Diversity Policy and the effectiveness of our recruitment practices, we would like you to answer the following questions. Please complete as many of these questions as you wish to. If you do not wish to answer the questions, your application will not be affected. This information will not be circulated to the Interview Panel.

Vacancy Applied For?

Where did you see this vacancy advertised?

1. Are you? Male Female

2. Do you have a disability? Yes No

3. How would you describe your ethnic origin?

White Scottish Irish Other British Gypsy/Traveller Polish

Any other White background (please specify)

Mixed Mixed background (please specify)

Asian Indian Bangladeshi Pakistani Chinese

Asian Scottish Any other Asian background (please specify)

Asian British

Black Caribbean African

Black Scottish Any other Black background (please specify)

Black British

Other Ethnic Background Arab, Arab Scottish or Arab British

Any other background (please specify)

4. What is your sexual orientation?

Bisexual Gay/Lesbian Heterosexual/Straight Prefer not to say

Other (please specify)

5. What is your religion or belief?

Catholic Protestant Other Christian (please specify)

Buddhist Muslim Jewish Sikh Hindu No faith tradition

Prefer not to say Other

6. What is your age group?

16-24 25-34 35-44 45-54 55-64 65+ Prefer not to say

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