For Office use only:

**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.

The information provided within your application form will be processed in accordance with Data Protection requirements. Please note that the first two pages and The Equal Opportunities monitoring form **will not** be shown to the shortlisting panel. The Equal Opportunities monitoring form will be removed for monitoring purposes before shortlisting by an administrator (non-panel member) and will not affect the consideration of your application.

**Post Applied For: Assistant Housing Officer**

**Closing date for receipt of applications is: Monday 16 June 2025 at 12 Noon**

**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): |

***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? Please give details below.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*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:  Job title:  Address:  Postcode:  Email:  Tel No: | Name:  Job title:  Company:  Address:  Postcode:  Email:  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)

***Declaration***

I am aware that the data will be processed in accordance with the General Data Protection Regulation and will not be disclosed to any organisation not associated with Ferguslie Park Housing Association. I understand that the data will be stored confidentially whilst the application is processed and both electronic and paper records will be deleted/shredded within 12 months if the application is not successful.

I consent to the data collected on this form being used for the purposes of recruitment and selection.

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.

For Office us only:

**Signed: Date: \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Post Applied For: Assistant Housing Officer - Tenancy Sustainment

|  |  |
| --- | --- |
| ***Education & Professional 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. **Please ensure you note all qualifications required for this role.** | |
|  | **Please provide details below** |
| **Educated to degree level in a relevant discipline** |  |
| **Relevant professional qualification (e.g CA, ACCA, CIMA, CIPFA)** |  |
| **Evidence of CPD** |  |

***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 |
|  |  |  |  |

***Training Courses***

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

|  |  |
| --- | --- |
| Course(s) Undertaken | Provider(s) |
|  |  |

***Computer Skills (please detail your experience)***

|  |
| --- |
|  |

***Driving Licence***

|  |
| --- |
| Do you possess a full current driving licence? **YES/NO** (please delete as appropriate)  Do you have access to a car for work purposes? **YES/NO** (please delete as appropriate)  Are you insured for Business purposes? **YES/NO** (please delete as appropriate) |

***Present or Most Recent Employment***

Please provide a brief overview of the role and responsibilities.

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

***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.*

|  |
| --- |
| **Personal Statement (no more than two pages)** |
| You should, by use of example, demonstrate below how you meet the key requirements of the role as detailed in the person specification and how this aligns to FPHA’s values. |
|  |

***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 Ferguslie Park 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 Governing Body Members***

|  |
| --- |
| If you are related to a Board member of Ferguslie Park Housing Association or The New Tannahill Centre Ltd or anyone who has been a member in the last 12 months, please provide details:  \_\_\_\_\_\_\_\_\_\_\_\_ |

***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 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** [**aburke@fpha.org.uk**](mailto:aburke@fpha.org.uk)

**Or by post to:**

**Alastair Burke**

**76 Blackstoun Road**

**Paisley**

**PA3 1NT**

Please affix the required postage for weight/size of envelop 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 at the interview).

**Please note that the closing date/time for receipt of applications is Monday 16 June 2025 at 12 Noon**