

Application Form - Confidential

Scottish Charity Number: SC025647

Please complete in black ink and return marked confidential to:

Human Resources

Fife Housing Group

7 Pitreavie Court

Pitreavie Business Park

Dunfermline

KY11 8UU

at home with...



Application No. (office use only):

Post applied for:

Closing date:

1. PERSONAL DETAILS

Surname:

First name:

Address:

Contact number:

Home:

Postcode:

Work: (if we can contact you there)

2. DRIVING LICENCE

Complete this section where the person specification indicates that a driving licence will be required.

Do you hold a current driving licence? **Yes** **No**

Do you have any penalty points on your licence? **Yes** **No**
(If yes how many, what for)

3. AVAILABILITY

Are you available on the proposed interview date? **Yes** **No**

If you have answered No, when would you be able to attend an interview?

4. SPECIAL PROVISIONS

DISABILITY

We encourage applications from disabled people. Please ensure that you fill out the Diversity and Equal Opportunities Form, which will be kept separate from the selection process.

If short-listed, you will be asked at a later stage about the requirements for the interview. If you wish to discuss any concerns about your disability in relation to the job or the selection process in confidence, please contact the Director of Operations on 01383 606162.

5. REFERENCES

Please give the name, contact details and position/occupation of two referees. One must be your present or most recent employer/headteacher. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

Name:

Contact number:

Occupation:

Email address:

Name:

Contact number:

Occupation:

Email address:

6. GENERAL INFORMATION

How soon after an offer of employment would you be able to start?

Where did you see/hear about this post?

7. EDUCATION AND QUALIFICATIONS

Please give details of all educational qualifications you have obtained from school, college, university etc. You will be asked to provide evidence of qualification.

Subject

Class/Grade Result

Qualification obtained

Membership of Professional Institutions

Professional qualification held

Professional body

Level of membership

By exam or election

8. CAREER AND WORK EXPERIENCE

Current/last employers name and address:

Position:

Final/current salary:

Date started:

Notice required or date left/reason:

Brief description of responsibilities/skills/experience:

Previous Employment (continue on a separate sheet if necessary)

To/from	Employer's name and business	Salary	Reason for leaving
Job title/duties			
Job title/duties			
Job title/duties			
Job title/duties			
Job title/duties			

9. SUPPORT STATEMENT/PERSONAL ACHIEVEMENTS

Please give details of any skills, knowledge, experience or personal achievements you feel are relevant to your application. We would find it particularly useful if you could look at the person specification for this job and tell us how you meet the criteria (preferably by providing examples where you can). You should also use this section to explain why you are interested in this job.

10. POTENTIAL CONFLICTS OF INTEREST

Do you have any business commitments which make demands upon your time or which have the potential to represent a conflict of interest with the job you are applying for? If so, please give a brief description.

If you are related to any Board Member or employee of Fife Housing Group or anyone who has been employed here in the last 12 months please provide details below:

Are you related to any consultant or supplier of Fife Housing Group? If yes, please provide details:

11. DECLARATION

Please sign this after you have completed ALL SECTIONS of the Application Form.

The information provided within your application form will be processed in accordance with the Data Protection Act 1998 and GDPR. The information provided will be used by Fife Housing Group to assess your suitability for employment, which may involve contacting referees, previous employers, or educational establishments, to confirm the information provided. Your information will not be provided to any other organisations. Your application will be stored confidentially whilst being processed and electronic and paper records will be destroyed within 12 months if unsuccessful. For successful candidates, the application will form the basis of an employee file.

I have read and understood the contents of the Privacy Statement provided and freely give my consent to Fife Housing Group handling my personal information as described within the statement.

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 discovered subsequently 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. I also understand that my personal data will be used for the purpose of recruitment and selection, and employment, if appointed.

Signed:

Date:

EQUAL OPPORTUNITIES STATEMENT - STATEMENT OF INTENT

1. Fife Housing Group is an equal opportunities employer. The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic origin, disability or on grounds of sex, sexual orientation, age or marital status.
2. This policy applies to recruitment, promotion, transfer, training, the application of grievance, disciplinary and other procedures of employee benefits and all other terms and conditions of employment.
3. It is the duty of all employees to accept their responsibilities for the practical application of the policy but Fife Housing Group acknowledges that specific responsibility falls upon management and individuals professionally involved in recruitment and personnel management.
4. To ensure that this policy is consistently applied, co-ordinating responsibility will be assigned to Human Resources who will monitor the operation of the policy for both employees and job applicants and undertake periodic audits.