



Employment Application Form

Introduction

We are delighted that you are considering working with us! As an organisation we strive to deliver customer excellence, putting the needs of our customer first as we work as one team towards our mission to provide quality affordable homes and services in communities, and with partners, across Scotland.

We recruit and retain flexible, committed and self-motivated staff as we understand that with great people, we can deliver great services and great homes to our customers.

Before you get started

Before you get started on completing your application form, please read the job advert, job description and person specification for the role you wish to apply for.

As well as telling us about you, your experience and employment background, be sure to tell us about how you feel you match the job requirements in the 'in support of your application' section.

Your information

The information you supply on this application form will remain confidential and used solely for the purpose of recruitment and selection. If you would like to understand more about how we handle your information please refer to our Data Protection Statement (section 14).

Need further assistance?

Finally, we want the process of applying for a job with us to be as straight forward and accessible as possible for all candidates so if you require this application form in an alternative format or if you have feedback for us, we would love to hear from you! Contact the HR Department by emailing recruitment@cairnha.com or call us on 0800 9903405.

Application form

Please complete your application clearly in blue or black ink. This application form is also available to complete online at www.cairnha.com

1. Job details

Please tell us about the position you are applying for. If you are applying for more than one post, please state the order of your preference.

Position applied for:

Job location(s):

Application reference (for office use only):

2. Personal information

Surname:

Initial(s):

Address:

Postcode:

Primary contact number:

Secondary contact number:

Email address:

3. Eligibility

Are you currently eligible to work in the UK? If successful, you will have to provide evidence of this.

☒

Yes

☐

No

4. Your education and training

Please give details of your education, professional qualifications and any other relevant training or courses.

Institution	Title of Award (Higher, Degree, etc)	Result (achieved or expected)

5. Current professional memberships

Name of body	Category of membership

6. Your experience

Please tell us about all your work experience starting with your most recent employment. As well as paid employment please also include any voluntary or caring experience.

Present or most recent employer	
Name of organisation:	
From (month/year):	To (month/year):
Job title:	
Salary:	
Notice required:	
Reason for leaving or seeking new employment:	
Please outline your role, responsibilities and/or achievements.	

Please give details of your previous employment or experience starting with the most recent.

Organisation	From – to (month/year)	Job title & salary	Reason for leaving

7. In support of your application

Please tell us about any skills, knowledge and experience you feel is relevant to your application, detailing how you meet the requirements of the role. Please provide examples of your experience against the criteria outlined in the person specification and why you want to work with us.

8. Additional information

Are you related to any members of Cairn's staff or Board?

☐ Yes ☐ No

If yes, please provide details:

Please let us know if you require any assistance if you are invited for an interview:

9. Driving Licence

If a driving license is an essential requirement of the role you are applying, please complete this section.

Do you have a current driving licence?

☐ Yes ☐ No

Do you have access to a car?

☐ Yes ☐ No

Licence endorsements. Please provide the type of offence, offence code and date.

10. Recruitment monitoring

Where did you hear about this vacancy?

11. Positive about disabled people

If you consider yourself to have a disability and wish to take advantage of the guaranteed interview scheme please tick this box.

I have a disability recognised under the 2010 Equality Act

☐ Yes

☐ No

☐ I'd rather not say

12. References

Please provide two referees, one of which should be your current or most recent employer, plus an additional referee. They should have some management or supervisory responsibility for your work. References will only be contacted following interview and with your consent.

Reference one (current or most recent employer)

Full name:

Position:

Organisation and address:

Relationship to you:

Phone number:

Email:

Reference two (additional referee)

Full name:
Position:
Organisation and address:
Relationship to you:
Phone number:
Email:

13. Rehabilitation of Offenders Act 1974

Detailed criminal record checks will be required for positions involving contact with vulnerable adults. Applicants to positions of this nature will be expected to give their consent to a criminal record check prior to an offer of employment being made.

14. Data Protection Statement

The personal information collected on this form will only be used by Cairn for the purposes of recruitment and equality monitoring conditional to the post(s) for which you have applied to in accordance with the Data Protection Act 1998.

The information you supply will not be disclosed to any third parties unless there is a legal or regulatory reason to do so or we have obtained your consent in advance.

Please confirm, by signing the declaration, that you give consent for your information to be used by Cairn to process your personal information for the purposes of recruitment and equal opportunities monitoring.

These records will be processed in compliance with the Data Protection Act 1998 or successor legislation

15. Declaration

I certify to the best of my knowledge and belief, the information I have provided on this application form is a true and accurate account of my qualifications and employment history. I understand that any false declaration, misleading statement, or significant omission may disqualify me from employment and render me liable to dismissal.

Signature:

Print name:

Date:

Completed application forms

Please email your completed application form to recruitment@cairnha.com

Alternatively, please mark your application as PRIVATE AND CONFIDENTIAL and send to:

Human Resources
Cairn Housing Association
Bellevue House
22 Hopetoun Street
Edinburgh
EH7 4GH

We are unable to consider CVs, either as a substitute for, or along with your completed application form.

Criminal Declaration Form

The position that you are applying for is covered by an Exemption Order to the Rehabilitation of Offenders Act 1974. This Act requires you to provide full details of all known convictions.

Have you ever been convicted of any criminal offence(s)?

☐ Yes ☐ No

If yes, please provide details, including reason for conviction, date and sentence.

Have you previously been subject to a criminal conviction check?

☐ Yes ☐ No

If yes, please provide details of when and the level of check that was carried out.

If you have previously been registered with Disclosure Scotland please provide us with your membership number. Only complete one of the following:

- PVG membership number:

Is the PVG for protected adults? ☐ Yes ☐ No

- Standard Disclosure Scotland check number:
- Basic Disclosure Scotland check number:

Equality and Diversity Form

Application reference (for office use only)

We welcome applications from everyone, irrespective of ethnic or national origin, disability, age, marital status, sexual orientation, race, colour, nationality or religion.

Information collected on this form will only be used for monitoring purposes and will be processed separately from your application for employment - it will not be used as part of the selection process. Whilst it is not mandatory to complete this form, information provided helps us ensure we recruit and retain staff which reflects the communities we serve.

Personal details

First name:

Surname:

Gender

☐

Male

☐

Female

☐

Other:

☐

Prefer not to say

Age group

☐

16 to 21 years

☐

22 to 34 years

☐

35 to 44 years

☐

45 to 54 years

☐

55 years and over

How would you describe your ethnic origin?

White Scottish	White English	White Irish	White Welsh
White N. Irish	White other	White other British	Mixed
Asian Indian Chinese	Asian Pakistani	Asian Bangladeshi	Asian
Asian other	Black Caribbean	Black African	Black other
Gypsy/Traveller Scottish	Polish	Arab	Arab
<u>Please write your ethnic origin here:</u>			
Arab British	Other		

How would you describe your religion?

Christian ☐	Hindu ☐	Muslim ☐
Buddhist ☐	Jewish ☐	Sikh ☐
Other religion ☐	Not religious ☐	

Disability

Under the Equality Act a disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities.

Do you consider yourself to be disabled within the definition of the Equality Act?

☐

Yes

☐

No

If you believe you need a 'reasonable adjustment', then please discuss with the hiring manager running the recruitment process.

This document is available on CD, in Braille, large print and community languages from:

Cairn Housing Association
Bellevue House
22 Hopetoun Street
Edinburgh
EH7 4GH

Email: enquiries@cairnha.com

or

Call: 0800 990 3405.

A registered Scottish Charity No SC016647
The Scottish Housing Regulator Registration No 218.
Property Factor Reg No PF000292

