

blairtummock
housing association



*at the heart of our
community*

APPLICATION FORM

Please return this application to: Della McKelvie
Blairtummock Housing Association
45 Boyndie Street
Easterhouse
GLASGOW
G34 9JL

Email: della.mckelvie@blairtummock.org.uk

For Office Use Only:
Application Number: _____

No later than 12 noon on Wednesday 14th May 2025

***Please complete this form using black ink and BLOCK LETTERS or typescript.
You must complete all relevant sections of the form. Partially completed applications may be disqualified.
Poorly completed application may be disqualified***

POST OF HOUSING OFFICER

PERSONAL DETAILS

Surname:

Initials:

Address & Postcode:

Telephone No: (home)

Telephone No: (work)

E-mail:

DECLARATION

If you are successful in your application Blairtummock will use this information you have provided on this form for personnel record and payroll purposes.

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: _____

Date: _____

Application Number _____

SECONDARY EDUCATION

Qualification Obtained	Subject	Please state level of pass/grade

FURTHER EDUCATION

Name of College/University Institute	Course of Study	Grade/Result

MEMBERSHIP OF PROFESSIONAL BODIES	
Name of Professional Body	Membership Category/Grade

TRAINING COURSES (Please give details of any relevant job related training undertaken)	
Course(s) Undertaken	Details

PRESENT OR MOST RECENT EMPLOYMENT	
Job Title:	
Name & Address of Employer:	
Date Appointed:	Notice Period: How much notice are you required to give your current Employer
Current Salary:	Reason for Leaving:
Main Duties of Responsibilities (Please describe your main duties)	

EMPLOYMENT HISTORY (List in order of most recent first)

From - To	Job Title & Main Duties	Employer's Name & Address	Reason for Leaving

RELEVANT EXPERIENCE - Please explain why this job interests you and what particular knowledge, skills and experience you possess which could assist your application - Continue on separate sheet if necessary

OTHER EXPERIENCE, INTERESTS AND ACTIVITIES

We value skills obtained for all experiences including volunteering and vocational work. Please complete this section as appropriate.

REFEREES (References will not be contacted unless a job offer has been made to you)

Please provide names, addresses and telephone numbers of two referees, one of which should be your current or most recent employer:

Name:

Contact Number:

Job Title:

Address:

Name:

Contact Number:

Job Title:

Address:

RELATIONSHIP TO COMMITTEE/STAFF MEMBERS

If you are related to any employee or Committee Member of Blairtummock Housing Association or anyone who has been employed as a staff member or served on the Management Committee in the last twelve months, please provide details of the person and relationship.:

Are you related to any Consultant or Supplier of Blairtummock Housing Association Yes ☐ No ☐

REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 (ROA) allows most convictions (and cautions) to be considered spent after a specified period of time. Once a caution or conviction is spent the person is considered rehabilitated and the ROA treats the person as if they have never committed an offence. In addition to this, the fact that a person has an unspent conviction will not be grounds for the Association to automatically refuse to recruit that person. If you are applying for a post which is excluded and exempt from the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 you are not to withhold information about criminal convictions which for other purposes are spent. Any information given will be treated as confidential and only considered in relation to the post for which you are applying.

Do you have a Criminal Conviction (s) YES / NO

THE ASYLUM AND IMMIGRATION ACT 1996

The Asylum and Immigration Act 1996 makes it an offence to employ anyone who is not entitled to live and work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the following:-

- a) Original of your current passport **or**
- b) Birth certificate/marriage certificate and national insurance card/P45/P60 etc.

Do you have any restrictions on taking up employment in the UK (e.g. work permit, VISA) YES / NO

DISABILITY/ALTERNATIVE ARRANGEMENTS

Do you consider yourself to have a disability?

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 we can make to assist/adapt, for you, if you are called for interview or if successfully employed? If so, please provide details.

CANVASSING

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

DATA PROTECTION

Information from this application will be processed for purposes permitted under the General Data Protection Regulations. Individuals have, on written request, the right to access their personal data held on them.

CONFIRMATION OF QUALIFICATIONS

If offered this post you will be required to supply the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

Blairtummock Housing Association is a registered society under the Co-operative and Community Benefit Societies Act 2014 Reg No. 2354R(S)
Scottish Housing Regulator Reg No. HCB 216
Scottish Charity No. SC036997
Property Factor Registered Number PF000276 VAT No. 259 1058 95

EQUAL OPPORTUNITIES MONITORING FORM



Blairtummock Housing Association 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 organisation.

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 special requirements/equipment

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

A White

- ☐ English
- ☐ Scottish
- ☐ Welsh
- ☐ Irish
- ☐ Polish
- ☐ Gypsy Traveller
- ☐ Other White

B Mixed

- ☐ Mixed or multiple background

C Asian or Asian Scottish/British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Other Asian

D Black or Black Scottish/British

- ☐ Caribbean
- ☐ African
- ☐ Other black background

E Other ethnic group

- ☐ 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 ☐ Homosexual ☐ Heterosexual ☐ Other ☐ Prefer not to say

Age: Please indicate your age group

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

Where did you see this post advertised?

- ☐ EVH Bulletin ☐ EVH Website ☐ Word of Mouth

☐ Other If other please state: _____