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| **Title of Post:** | | **Housing Officer** | | | **Please return application form no later than 12.00 noon on Monday 24th March 2025 to:**  Jo Farren  Corporate Services Manager  **(recruitment@shettleston.co.uk)**  Quote reference: **SHA/HO004** | |
| **Please Note:**   1. A Curriculum Vitae or any other additional information attached will **not** be considered as part of your application and **will be removed** prior to the short-listing process. 2. Canvassing directly or indirectly will disqualify your application. 3. You must complete **all** relevant sections of the form. Partially completed applications **may be disqualified**. 4. Please complete this form **legibly** or type. Poorly completed applications **may be disqualified**. 5. The equal opportunities monitoring form will be removed prior to the short-listing process | | | | | | |
| **Vacancy Information** | | | | | | |
| **Where did you see this job advertised?** | | |  | | | |
| **Personal Details** | | | | | | |
| Surname: |  | | | Initial (s): | |  |
| Address: |  | | | N.I. Number: | |  |
| Home Telephone No: | |  |
| Mobile Telephone No: | |  |
| Work Telephone No: | |  |
| Postcode: |  | | | May we contact you at work? **Yes / No** | | |
| Email: |  | | | | | |
| Do you hold a full current driving license? (if required for the post) **Yes / No** | | | | | | |



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| **Education, Qualifications & Training – only if relevant to post** | | | | |
| Course(s) / Subject(s) Studied | Level of Qualification  (Higher, Degree, Diploma, etc) | | Grade Gained | Date Achieved |
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| **Professional Qualifications / Membership** | | | | |
| Name of Professional Body | | Qualification / Membership Level | | Date Achieved |
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| **Present or Most Recent Employment** | | | |
| Post Held: |  | | |
| Name of Employer: |  | | |
| Address: |  | | |
| Date From: |  | Salary / Wage: |  |
| Date To: |  | Hours of Work: |  |
| Notice Required: |  | Reason for Leaving: |  |
| Summary of main duties and responsibilities: | | | |

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| **Previous Employment (most recent first)** | | | |
| Post Held: |  | Date From: |  |
| Name of Employer: |  | Date To: |  |
| Address: |  | Salary/Wage: |  |
| Reason for Leaving: |  | | |
| Summary of main duties and responsibilities: | | | |
| Post Held: |  | Date From: |  |
| Name of Employer: |  | Date To: |  |
| Address: |  | Salary/Wage: |  |
| Reason for Leaving: |  | | |
| Summary of main duties and responsibilities: | | | |
| Post Held: |  | Date From: |  |
| Name of Employer: |  | Date To: |  |
| Address: |  | Salary/Wage: |  |
| Reason for Leaving: |  | | |
| Summary of main duties and responsibilities: | | | |

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| **Previous Employment (most recent first)** | | | |
| Post Held: |  | Date From: |  |
| Name of Employer: |  | Date To: |  |
| Address: |  | Salary/Wage: |  |
| Reason for Leaving: |  | | |
| Summary of main duties and responsibilities: | | | |
| Post Held: |  | Date From: |  |
| Name of Employer: |  | Date To: |  |
| Address: |  | Salary/Wage: |  |
| Reason for Leaving: |  | | |
| Summary of main duties and responsibilities: | | | |
| Post Held: |  | Date From: |  |
| Name of Employer: |  | Date To: |  |
| Address: |  | Salary/Wage: |  |
| Reason for Leaving: |  | | |
| Summary of main duties and responsibilities: | | | |

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| **Experience, Skills and Knowledge** |
| We want to compare your experience, skills and knowledge with the requirements of the post and the attached person specification. You should therefore, **demonstrate and evidence** how you satisfy each of the requirements below.  *For example, it is not considered sufficient to merely state ‘I am a good team player’.*  **The selection panel will not consider candidates who do not meet all the requirements, therefore please complete all sections.** |

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| **Skills, Experience & Abilities** | **Evidence** |
| Experience working in a housing role or similar, actively working for customers who may have complex needs |  |
| Proven ICT skills in a range of Microsoft packages and knowledge of promoting digital inclusion |  |
| Good problem solving skills |  |
| Ability to innovate and embrace opportunities for change |  |
| Working knowledge of arrears recovery processes / legislation |  |
| Working knowledge of allocations and void practices / legislation |  |
| Experience of dealing with nuisance and anti-social behaviour and developing strategies to alleviate the incidences |  |
| Ability to handle a diverse workload and the pressures of conflicting priorities and demonstrate good time management to meet challenging deadlines |  |

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| **Supporting Statement (any other information in support of your application) Please refer to the attached Person Specification** |
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*Continue on separate sheet if felt necessary, please see guidance notes provided.*

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| **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 had never committed an offence. In addition to this, the fact that a person has an unspent conviction will not be grounds for the Association automatically refusing to recruitment that person. If you are applying for a post which is excluded and exempted from the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 you are required 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**  If you are successful in your application you will be expected to complete a Disclosure of Criminal Convictions Form and where appropriate a Disclosure will be required from Disclosure Scotland. A conviction will not necessarily be a bar to obtaining employment. |
| **Employment Restrictions** |
| The Asylum and Immigration Act 1996 makes it an offence to employ anyone who is not entitled to live or 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 original of your current passport, or birth/ marriage certificate and NI Number Card/ P45/P60 etc.  Do you have any restrictions on taking up employment in the UK (e.g. work permit, VISA)? **Yes / No**  If yes, please specify: |
| **Interviews (if you are shortlisted)** |
| Interviews will be held on Friday 4th April 2025 only**.** Please specify if there any restrictions on what time you could attend for interview? **Yes / No**  If yes, please specify: |
| b) The definition of disability, as outlined in the Equality Act 2010 is as follows: -  **“A physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities.”**  Shettleston Association is ‘Positive about Disabled People’ and operates a Job Interview Guarantee Scheme which means that if you have a disability, and meet the minimum criteria outlined within the Person Specification, you will be guaranteed an interview. However, some disabled people prefer not to take this option, so please select your preference if you are a disabled candidate.  Do you want to participate in the Job Interview Guarantee scheme? **Yes / No**  c) If selected for interview would you require any special arrangements (e.g. signer)? **Yes / No**  If yes, please specify: |

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| **Other Information** |
| Are you related to an employee or Board Member of Shettleston Housing Association? **Yes / No**  The provision of this information may affect your employment opportunity.  If yes, please give full details: |

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| **References** | | | | |
| Please give details of two referees, **one of whom should be your current or most recent employer**. Referees will only be contacted if you are successful and recommended for employment. | | | | |
| Current or Most Recent Employer | | 2nd Employment Reference | | |
| Name: |  | Name: |  | |
| Position: |  | Position: |  | |
| Address: |  | Address: |  | |
| Email: |  | Email: |  | |
| Tel No: |  | Tel No: |  | |
| **Declaration** | | | | |
| I confirm that the details I have supplied are, to the best of my knowledge, true and accurate. I accept that false information or omission may disqualify my application or, if appointed, result in dismissal without notice.  The information provided by you on this form and any supplementary forms will be used to assist with the process of recruitment in accordance with Shettleston Housing Association’s Recruitment and Selection Policy.  If you are successful in your application, the information provided will be used for personnel records and payroll purposes. By signing this declaration, it is understood that you consent to the use of your personal information for the above purposes and in accordance with the Data Protection Act 1998. | | | | |
| Signature: | | | | Date: |