

Please read these notes carefully as they are to help you make the best of your application.

1. The form can be e-mailed or posted. The form should be completed in black ink for photocopying purposes. If you return your application form by e-mail, you will be asked to sign a copy of this form if you are invited for interview.
2. If posting your application, please ensure you pay the correct postage as we shall not pay any shortfall. This should be a 'Large Letter' stamp if using an A4 paper sized envelope.
3. To ensure your application is considered by the Association, please return your completed form and do not send in your Curriculum Vitae.
4. One of your references should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, you should give the name of someone who knows you sufficiently well to confirm the information you have given. Please note that referees will only be contacted after interview and with your prior permission.
5. The enclosed Job Specification lists the minimum essential and desirable requirements for this post. When shortlisting for interview, the selection panel will only consider the information contained in your application form, which covers each of the items in the Person Specification. Please ensure you give sufficient detail within your response to allow the panel to assess your suitability for the post.
6. It is not the responsibility of the selection panel to make assumptions about the nature of the work you have done from a list of job titles. It is therefore important that you use the space provided to detail your experience and skills. Neither is it enough for you just to state that you meet the requirements; **you must demonstrate this to the panel**. Work, paid or voluntary, is not the only means of showing that you meet the requirements of the post. Life experience and skills are just as valid, as long as you are able to demonstrate this.
7. The content and quality of your application reflects your commitment to working with Tollcross Housing Association. Many applications are not considered beyond the shortlisting stage due to insufficient relevant information, lack of clarity and illegibility.
8. If you are shortlisted for interview, the selection panel will wish to discuss the areas covered in the Person Specification in more detail. The questioning at interview will be designed to assess further how you meet the criteria in the Person Specification as well as your commitment to the values of Tollcross Housing Association.

9. If you are shortlisted for interview we will arrange to view and copy any qualification documents. Please do **not** include copies of your qualifications with your initial application.
10. If you are shortlisted for interview a confidential Criminal Convictions Declaration Form will be required to be completed.
11. If you are related to any members of staff, management committee, contractors or suppliers to the Association, this should be shown clearly on the 'Relationship' section of the application form. This will not necessarily be detrimental to your application.
12. Once the short-listing is complete, we shall aim to contact all applicants to confirm the outcome. We understand that applicants appreciate feedback and so should you not be selected for interview we would generally provide feedback to you upon request. However, there may be circumstances where this is not possible. For example, in the event of us receiving an overwhelming number of applications, it would be unrealistic for us to respond to all requests individually.
13. All personal information that you provide to the Association within your application form and during interview will be handled and used by the Association in accordance with the "How we will use your personal information (Employment Applicant)" statement included in the application pack. Please read that statement carefully before completing and submitting your application form to the Association.
14. Tollcross Housing Association aims to be an equal opportunities employer and is committed to diversity in employment. If you feel that there is anything specifically that you need from us to encourage our commitment, or you wish an informal discussion with us then you may contact Anne Fitzsimons, Corporate Services Director on 0141 763 2855.

Once completed your application should be submitted:

By e-mail to: anne.fitzsimons@tollcross-ha.org.uk
Or by post to: Anne Fitzsimons, Tollcross Housing Association, 868 Tollcross Road, Glasgow, G32 8PF (please remember to mark it as 'Private and Confidential')