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| Employment Application &  Equal Opportunities Monitoring Form (RSF4)  Return completed applications to: [corporate@tollcross-ha.org.uk](mailto:corporate@tollcross-ha.org.uk) | A logo for a company  Description automatically generated with low confidence |

1. Please read the Recruitment Guidance Note before completing the application.
2. Late applications will not be considered.
3. CVs and any attached information will not be accepted and will be removed prior to shortlisting.
4. Information supplied will be used in line with our Transparency Statement.
5. Part A & B of this application (Personal Details and Equals Opportunities Monitoring) will be removed prior to shortlisting. It will not be considered as part of the shortlisting process.

**Declaration**: By submitting your application, you accept the responsibilities outlined in the Recruitment Guidance Note, accept the content of the Privacy Notice and confirm that the information supplied is true and accurate (if it is subsequently discovered that any statement is false or misleading, or that relevant information has been withheld, your application may be disqualified or if appointment has already been made, you may be dismissed without notice).

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| Post: |  | |
| Where did you see the post advertised? | |  |

**Part A – Personal Details**

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| Personal Information | | | |
| First name: |  | Email: |  |
| Surname: |  | Mobile: |  |

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| Employment Requirements | Yes | No |
| Do you currently have the right to work and live in the UK? |  |  |
| Do you have a criminal conviction/s that we should be aware of? |  |  |
| Do you hold a full current driving license? |  |  |

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| Managing of Interests | Yes | No |
| Do you receive any services from the Association or live in one of our properties (e.g. as your landlord, factor, etc.)? |  |  |
| Do you have any business or voluntary commitment that links to the work that we do (e.g. member of a community group, stakeholder with a contractor, etc.)? |  |  |
| Are you ‘closely connected’ to a current employee (including family and friends)? |  |  |
| Are you ‘closely connected’ to a Management Committee member (current or anyone who has been a member in the last 12-months)? |  |  |
| If you answered Yes to any of the above, please provide details: | | |

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| Referees (references will not be sought prior to a conditional offer being accepted). | | | |
| Please provide details of two referees, they should be able to comment on your ability and experience (and should not be family members). Please provide one from your current or most recent employer. | | | |
| Name: |  | Name: |  |
| Email: |  | Email: |  |
| Telephone: |  | Telephone: |  |
| Relationship: |  | Relationship: |  |

**Part B – Equal Opportunities Monitoring Form**

We collect equality information to help us to plan and deliver effective services and to meet our legal and regulatory obligations. We use equality information for a range of purposes, including to help us to, protect and promote your rights and interests; promote equality objectives across our services; identify and address our customers’ needs, improve our services, develop policies; and identify and eliminate any form of discrimination.

All equalities monitoring questions are optional. You are not obliged to answer any of these questions but by answering as many questions as possible you will help us improve our policy development.

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| |  |  | | --- | --- | | Q1. Gender | | | Male |  | | Female |  | | Intersex |  | | Non-binary |  | | Prefer own term |  | | Prefer not to say |  | |  | | | |  |  | | --- | --- | | Q2. Is the gender you identify with the same as your sex registered at birth? | | | Yes |  | | No |  | | Prefer not to say |  | | |  |  | | --- | --- | | Q3. Age | | | 16-24 |  | | 25-34 |  | | 35-44 |  | | 45-54 |  | | 55-64 |  | | 65+ |  | | Prefer not to say |  | |

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| |  |  | | --- | --- | | Q4. Ethnic Origin | | | White | | | Scottish |  | | British |  | | English |  | | Irish |  | | Northern Irish |  | | Welsh |  | | Gypsy/ Traveller |  | | Other |  | | Asian or Asian British | | | Indian |  | | Pakistani |  | | Bangladeshi |  | | Chinese |  | | Other |  | | Black or Black British | | | African |  | | Caribbean |  | | Other |  | | Other Mixed / Multiple group |  | | Any other ethnic group |  | | Prefer not to say |  | | |  |  | | --- | --- | | Q5. Religion or belief | | | Atheist |  | | Christianity |  | | Catholic |  | | Protestant |  | | Buddhism |  | | Hinduism |  | | Islam |  | | Judaism |  | | Sikhism |  | | Other |  | | None |  | | Prefer not to say |  | | |  |  | | --- | --- | | Q6. Marital status | | | Married / civil partnership |  | | Co-habiting |  | | Single |  | | Other |  | | Prefer not to say |  |  |  |  | | --- | --- | | Q7. Sexual orientation | | | Heterosexual / straight |  | | Lesbian / Gay |  | | Bisexual |  | | Prefer not to say |  | | Prefer own term |  | |
| |  |  |  | | --- | --- | --- | | Q8. Do you consider yourself to have a disability? | | | | Yes | No | Prefer not to say |  |  |  |  | | --- | --- | --- | | Q9. Do you consider yourself to be a carer\*? | | | | Yes | No | Prefer not to say |   *\*A carer is anyone who looks after a family member, partner or friend who needs help because of their illness, frailty, disability, a mental health problem or an addiction and cannot cope without their support. The care they give is unpaid.* | |

**Part C – Disability Confident Scheme**

We operate an interview guarantee scheme for those who consider themselves to have a disability and meet the minimum essential criteria for the job role.

Do you consider yourself to be disabled and wish to participate within the scheme? Yes  No

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| Post: |  |

**Part D – Education, Qualifications, Training and Professional Memberships**

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| Education and Formal Qualifications (relevant to the job role) | | |
| Qualification Achieved | Subject | Grade / Level Achieved |
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| Professional Membership/s Summary (provide any relevant information) |
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| Training Summary (provide any relevant information) |
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| Skills Summary (provide any relevant information, e.g. ICT/computer skills ) |
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**Part E – Suitability Statement**

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| Please provide specific examples of how you meet the following aspects of the person specification requirements: | |
| Experience of providing professional administrative support (essential). |  | |
| Experience in working in a customer-focussed, fast paced environment (essential). |  | |
| Experience dealing with difficult situations (essential). |  | |
| Experience of working to set processes or policy (essential). |  | |
| Experience of rent charges in relation to Housing Benefit / Universal Credit (desirable). |  | |
| Experience in rent management (desirable). |  | |
| Knowledge of social housing (essential). |  | |
| Knowledge of housing management processes (desirable). |  | |
| Ability to work in an empathetic and professional manner (essential). |  | |
| Ability to adapt interpersonal and communication styles (essential). |  | |
| Ability to use ICT systems effectively and efficiently (essential). |  | |
| Ability to take ownership of issues and seek solutions (desirable). |  | |

**Part E – Employment History**

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| --- | --- | --- | --- |
| Current / most recent employer | | | |
| Position |  | Hours of work |  |
| Employer |  | Notice period |  |
| Dates employed |  | Final salary |  |
| Reason for leaving |  | | |
| Summary of key duties (500 max word count): | | | |

|  |  |  |
| --- | --- | --- |
| Employment history (chronological order) | | |
| Position |  | Summary of key duties (200 max word count): |
| Employer |  |
| Dates |  |
| Hours of work |  |
| Final salary |  |
| Reason for leaving |  |

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| --- | --- | --- |
| Position |  | Summary of key duties (200 max word count): |
| Employer |  |
| Dates |  |
| Hours of work |  |
| Final salary |  |
| Reason for leaving |  |

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| --- | --- | --- |
| Position |  | Summary of key duties (200 max word count): |
| Employer |  |
| Dates |  |
| Hours of work |  |
| Final salary |  |
| Reason for leaving |  |
| Employment history (chronological order) | | |
| Position |  | Summary of key duties (200 max word count): |
| Employer |  |
| Dates |  |
| Hours of work |  |
| Final salary |  |
| Reason for leaving |  |

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| Position |  | Summary of key duties (200 max word count): |
| Employer |  |
| Dates |  |
| Hours of work |  |
| Final salary |  |
| Reason for leaving |  |

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| Position |  | Summary of key duties (200 max word count): |
| Employer |  |
| Dates |  |
| Hours of work |  |
| Final salary |  |
| Reason for leaving |  |
| Employment history (chronological order) | | |
| Position |  | Summary of key duties (200 max word count): |
| Employer |  |
| Dates |  |
| Hours of work |  |
| Final salary |  |
| Reason for leaving |  |

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| Position |  | Summary of key duties (200 max word count): |
| Employer |  |
| Dates |  |
| Hours of work |  |
| Final salary |  |
| Reason for leaving |  |

*Please continue on a separate sheet if necessary.*

|  |  |  |
| --- | --- | --- |
| Position |  | Summary of key duties (200 max word count): |
| Employer |  |
| Dates |  |
| Hours of work |  |
| Final salary |  |
| Reason for leaving |  |