

Post		Ref No:	QCHA/
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Late applications will not be considered. Check our website for closing date details.
Please return fully completed to: recruitment@QCHA.org.uk

Guidance note:

We recognise the benefits of having a diverse community of employees and are committed to being an inclusive organisation where everyone is treated with respect, dignity and where there is equal opportunity for all. We are committed to eliminating discrimination from employment and selection practices. We will take steps to ensure that employees are recruited, trained and promoted on the basis of ability, the requirement of the job and the need to maintain an effective and efficient service.

When your application form is received the equal opportunities monitoring section will be removed. This information will be held confidentially and will only be used for the purposes of equal opportunities monitoring. All data will be treated as strictly confidential. The data you provide is subject to the provisions of the Data Protection legislation. By completing this form you are giving your explicit permission for us to process the data for equal opportunities monitoring purposes.

Part 1 - Equal Opportunities Monitoring

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="background-color: #333; color: white;">Ethnic Origin</th></tr> <tr><td>White</td></tr> <tr><td>a) Scottish</td></tr> <tr><td>b) Other British</td></tr> <tr><td>c) Irish</td></tr> <tr><td>d) Other</td></tr> <tr><td>Asian, Asian Scottish, Asian British</td></tr> <tr><td>a) Indian</td></tr> <tr><td>b) Pakistani</td></tr> <tr><td>c) Bangladeshi</td></tr> <tr><td>d) Chinese</td></tr> <tr><td>e) Other</td></tr> <tr><td>Black, Black Scottish, Black British</td></tr> <tr><td>a) Caribbean</td></tr> <tr><td>b) African</td></tr> <tr><td>c) Other</td></tr> <tr><td>Gypsy /traveller</td></tr> <tr><td>Mixed</td></tr> <tr><td>Other background</td></tr> </table>	Ethnic Origin	White	a) Scottish	b) Other British	c) Irish	d) Other	Asian, Asian Scottish, Asian British	a) Indian	b) Pakistani	c) Bangladeshi	d) Chinese	e) Other	Black, Black Scottish, Black British	a) Caribbean	b) African	c) Other	Gypsy /traveller	Mixed	Other background	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="background-color: #333; color: white;">Age</th></tr> <tr><td>16 – 24</td></tr> <tr><td>25 – 34</td></tr> <tr><td>35 – 44</td></tr> <tr><td>45 – 54</td></tr> <tr><td>55 – 64</td></tr> <tr><td>65 +</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><th style="background-color: #333; color: white;">Sexual orientation</th></tr> <tr><td>Bisexual</td></tr> <tr><td>Heterosexual / straight</td></tr> <tr><td>Lesbian / gay</td></tr> <tr><td>Prefer own term</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><th style="background-color: #333; color: white;">Gender</th></tr> <tr><td>Female</td></tr> <tr><td>Male</td></tr> <tr><td>Non binary</td></tr> <tr><td>Prefer own term</td></tr> </table>	Age	16 – 24	25 – 34	35 – 44	45 – 54	55 – 64	65 +	Sexual orientation	Bisexual	Heterosexual / straight	Lesbian / gay	Prefer own term	Gender	Female	Male	Non binary	Prefer own term	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="background-color: #333; color: white;">Marital status</th></tr> <tr><td>Married / civil partnership</td></tr> <tr><td>Living with partner</td></tr> <tr><td>Single</td></tr> <tr><td>Separated</td></tr> <tr><td>Widowed</td></tr> <tr><td>Divorced</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><th style="background-color: #333; color: white;">Religious belief</th></tr> <tr><td>Buddhist</td></tr> <tr><td>Catholic</td></tr> <tr><td>Hindu</td></tr> <tr><td>Jewish</td></tr> <tr><td>Muslim</td></tr> <tr><td>Protestant</td></tr> <tr><td>Sikh</td></tr> <tr><td>None</td></tr> <tr><td>Other</td></tr> </table>	Marital status	Married / civil partnership	Living with partner	Single	Separated	Widowed	Divorced	Religious belief	Buddhist	Catholic	Hindu	Jewish	Muslim	Protestant	Sikh	None	Other
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Do you consider yourself to have a disability?

Under the Equality Act 2010 a disability is described as 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.

Disability
Yes
No

LGBT commitment

We understand that people perform better when they can be themselves. Therefore, we are committed to making the Association an environment where lesbian, gay, bi, trans and intersex people (LGBTi) can be themselves. To support our LGBTi colleagues and to create an inclusive environment we have signed up to be a Stonewall Diversity Champion. Working with Stonewall Scotland, we ensure that all our policies, procedures and staff benefits align with best practice for sexual orientation, gender identity, equality, diversity and inclusion.



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Guidance note:

The application form plays a very important part in the selection process, and will be used as the basis for shortlisting you for a job. Particular attention is given to the essential and desirable criteria as set out in the job description / person specification and therefore you are advised to highlight by giving examples of how your experience and skills match the requirements of the post. You must fill in all sections of the form, making sure the information you provide is clear and accurate. Part completed applications may be disqualified.

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. Canvassing directly or indirectly will disqualify your application. You must complete all relevant sections of the form. Partially or poorly completed applications may be disqualified.

Our applications are split into three separate parts for the shortlisting process. Only part 3 will be provided to the shortlisting panel.

Part 2 – Contact & general details

Personal details

First initial:		Address (inc postcode):	
Surname:			
Telephone no:			
Mobile no:			
Email:			

The Association uses email as the standard method of communication. Please ensure you regularly check your 'junk' emails to ensure you do not miss any communication from the Association.

Employment requirements

The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the EU. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the EU. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document [or combination of documents] indicated by the Act.

Do you currently have the right to work and live in the EU? Yes No

As a Registered Social Landlord we are required to be accountable to not only our tenants but to our regulators. We must ensure any conflicts of interest are managed in line with our policy from the beginning of the recruitment process. Therefore, we require applicants to confirm the following - are you related to or closely connected to:

- | | | |
|---|-----|----|
| ▪ a current employee? | Yes | No |
| ▪ a current member of our governing body (Board)? | Yes | No |
| ▪ a previous member, within the last 12 month, of our governing body? | Yes | No |

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 recruit 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 therefore required not to withhold information about criminal convictions which for other purposes are spent. In effect this means if you are applying for such a position in the Association you cannot withhold previous convictions.

Do you have a criminal conviction/s that we should be aware of? Yes No

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Interviews

Are there any restrictions on when you could attend for interview? Yes No

If yes, please specify:

If selected for interview and require any special arrangements, please detail below:



We are a disability confident employer. We encourage applications from disabled people and will offer an interview to those who meet the minimum criteria for the job as identified in the job description and person specification. Please tick if you consider yourself to be a disabled person and would like to apply for a guaranteed interview.

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. Our standard method of communication is email please ensure these details are correct when completing the form.

Current or Most Recent Employer		Employment / Personal Reference	
Name:		Name:	
Position:		Position:	
Organisation:		Organisation:	
Email:		Email:	
Address:		Address:	

Do you hold a full current driving license? (if required for the post) Yes No

Guidance note:

Employment history: Please provide details of your employment history to date, starting with your current or most recent post and accounting for any periods of time since leaving school not spent in employment, e.g. Full time education or other circumstances.

Suitability statement: Before completing this section, have a close look at the job description and think carefully about why you are suitable for this post, relating your skills, knowledge and experience to the duties of the post as fully as possible. Please provide examples of your experience for each area specified. We are looking for candidates who meet the essential criteria as a minimum.

Competency statement: We have 4 core competencies that we expect from every employee. We want you to evidence how you demonstrate these behaviours. This evidence does not have to be from paid work, but can be from other experience.

Education, qualifications & training: Refer to the job description and person specification and provide details of any qualifications, apprenticeships, training or courses etc., which are relevant to the job. You will be required to provide evidence of your original qualifications certificates if you are successful in gaining the post. Please detail the relevant course / subject areas.

When completing the application form please ensure that your evidence the relevant experience etc. We cannot assume anything from a job title you may have had in the past.

Present or most recent employment

Post:			
Employer:			
Address:			
Date from:		Salary / wage:	
Date to:		Hours of work:	
Notice required:		Reason for leaving:	
Summary of main duties and responsibilities (250 word count limit).			

Previous employment (most recent first)

Post:		Main duties and responsibilities (100 word count limit):
Employer:		
Dates:		
Salary:		
Reason for leaving:		
Post:		Main duties and responsibilities (100 word count limit):
Employer:		
Dates:		
Salary:		
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Continue on separate sheet if required.

Suitability statement

Experience & knowledge (250 word limit)

Skills, abilities and behaviours (250 word limit)

Core competencies

Team working (200 word limit)

Core competencies

Taking ownership (200 word limit)

Solutions focussed (200 word limit)

Making a difference (200 word limit)

Education, qualifications & training

Further / higher education qualifications	Level / qualification / grade
Professional qualifications & memberships / apprenticeships	Level / qualification / grade
One-off training relevant to the post	Level / qualification / grade

Declaration

By submitting this application for consideration we will accept this as your declaration that the contents of this form is to the best of your knowledge, true and accurate. Any false information or omission may disqualify your 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 our policy.

If you are successful in your application, the information provided will be used for personnel records. By submitting your application, it is understood that you consent to the use of your personal information for the above purposes and in accordance with the relevant data protection regulations.

Further details about the reasons which we will hold and use your personal data and explain your rights under the current data protection laws, can be found in our Worker Privacy Notice, available on our Website.