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| **YOKER HOUSING ASSOCIATION LIMITED**  **APPLICATION FOR EMPLOYMENT**  **POST:** TraineeHousing Services Officer  **SALARY:** £25,182.72 p.a.  **GRADE:** Professional & Administrative Grade 3 |  |

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| **Applicant Name & Address:** |  |

* Carefully read all instructions before completing this form.
* Use a BLACK ball-point pen if making a hand-written submission.
* Complete in full - if a section is not applicable insert “N/A”.

Do not submit a curriculum vitae as an alternative to any part of this form.

On completion, the form should be marked Private & Confidential and returned in the envelope provided to:

The Secretary

Yoker Housing Association Limited

2310 Dumbarton Road

Yoker

Glasgow

G14 0JS

All applications will be acknowledged on receipt and all applicants will be notified of the progress of their application within ten working days of the closing date for the position.

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| **01.** | Home Telephone No: |  | May we contact you at this number ? | YES / NO |

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|  | Daytime Telephone No: |  | May we contact you at this number ? | YES / NO |

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|  | Email: |  | May we contact you at this address ? | YES / NO |

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| **02.** | Are you subject to any restrictions relating to your employment in the United Kingdom ? | YES / NO |

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|  | If you answered YES to this question, please provide details. |

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| **03.** | Please give date(s) between 27 May 2024 and 7 June 2024 when you will NOT be available for interview. |

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| **04.** | How did you learn of this job ? If an advertisement, please state the publication in which you saw it. |

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| **05.** | If selected, when could you start ? Please give period of notice if required. |

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| **06.** | All applicants who have a disability and meet the minimum criteria for the post will be interviewed. | |
|  | Do you consider yourself to have a disability ? | YES / NO |
|  | If you answered YES to this question, please provide details including any accessibility requirements you may have. | |

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| **07.** | Do you have a current, full and unendorsed driving licence ? | YES / NO |
|  | Do you own / have the use of a car ? | YES / NO |

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| **08.** | Education / Qualifications (Where applicable please include details of examinations which have been or are about to be taken but results of which are not yet available). | | | | |
|  | Secondary Education  School / College | Subject | Qualifications | Grade | Date |
|  |  |  |  |  |  |
|  | Further or Higher Education  Name of College / University | Qualification | Grade / Class (if applicable) | | Date |
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| **08.** | Education / Qualifications (Continued). | | | |
|  | Professional Qualifications  Name of Professional Body | Membership Grade | Examination Results\* | Date |
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\* where applicable

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| **09.** | Employment (All dates should be accurate and in chronological order with the most recent employment first). | | | | | |
|  | Dates |  |  | Employer / Salary | Post Held | Brief Description of Duties |
|  | From:  To: | Mth | Year |  |  |  |

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| **09.** | Employment (Continued). | | | | | |
|  | Dates |  |  | Employer / Salary | Post Held | Brief Description of Duties |
|  | From:  To: | Mth | Year |  |  |  |

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| **10.** | Please make full use of this section attaching additional sheets if necessary to provide further information in support of your application. Please be sure to include:-  i) the reasons why you are applying for this post.  ii) details of any relevant experience gained either at work or in a voluntary capacity.  iii) details of any relevant training / education you have. |
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| **11.** | Other Interests and Activities  We value skills obtained from all experiences. Please complete this section as appropriate. |
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| **12.** | Are you a relative of any Committee Member or employee of the Association ? | YES / NO |
|  | If you answered YES to this question, please provide details of the person you are related to and the nature of the relationship. | |

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| **13.** | Are you related to any firm, consultant or contractor commissioned by the Association ? | YES / NO |
|  | If you answered YES to this question, please provide details of the organisation you are related to and the nature of the relationship. | |

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| **14.** | For reference purposes, please give the name, address and telephone number of two referees. Where you have been in employment then one of these should be your most recent employer. | | | |
|  | Contact Name / Position | Address | Telephone | |
|  |  |  |  | |
|  | May we contact this person prior to interview ? | | | YES / NO |
|  | Contact Name / Position | Address | Telephone | |
|  |  |  |  | |
|  | May we contact this person prior to interview ? | | | YES / NO |

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| **15.** | I certify that all statements given by me on this form are true and correct to the best of my knowledge.  Signed .................................................................................................... Date ....................................... |
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