

YOKER HOUSING ASSOCIATION LIMITED
APPLICATION FOR EMPLOYMENT



POST: Trainee Housing Services Officer
SALARY: £25,182.72 p.a.
GRADE: Professional & Administrative Grade 3

Applicant Name & Address:

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- 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.

01.	Home Telephone No:		May we contact you at this number ?	YES / NO
	Daytime Telephone No:		May we contact you at this number ?	YES / NO
	Email:		May we contact you at this address ?	YES / NO

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

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

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

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
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If you answered YES to this question, please provide details including any accessibility requirements you may have.

07. Do you have a current, full and unendorsed driving licence ?	YES / NO
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Do you own / have the use of a car ?	YES / NO
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APPLICATION FOR EMPLOYMENT (Continued)

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).

<u>Secondary Education</u>				
School / College	Subject	Qualifications	Grade	Date

<u>Further or Higher Education</u>			
Name of College / University	Qualification	Grade / Class (if applicable)	Date

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APPLICATION FOR EMPLOYMENT (Continued)

08. Education / Qualifications (Continued).

<u>Professional Qualifications</u>			
Name of Professional Body	Membership Grade	Examination Results*	Date

* where applicable

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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APPLICATION FOR EMPLOYMENT (Continued)

09.

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

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.

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
<p>If you answered YES to this question, please provide details of the person you are related to and the nature of the relationship.</p>		

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

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	

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