**Secondment Application Form**

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| **Post** | Homelessness policy officer |
| **Name**  |  |
| **Address** |  |
| **Telephone Number**  |  |
| **Email address**  |  |
| **Current employer (if you have one)** |  |

 *(Please check* ***one*** *box only):*

Please check this box to confirm that your organisation has given their consent for you to apply for this secondment to Scottish Government at your current rate of pay and existing terms and conditions.

[ ] **OR** please check this box to confirm you understand that if you are successful at interview and are offered this post, you will be employed by Homeless Network Scotland and seconded to Scottish Government.

[ ] **DIVERSITY MONITORING**

As an employer, it is the aim of the Scottish Government to become an exemplar in the field of diversity and to broadly reflect the communities we serve. We also want to ensure that our job opportunities are open to all. To help us achieve this, it is important that we obtain accurate and complete data from every job applicant and employee.

Although you do not have to provide this information, it would be extremely helpful if you do so, even if you only feel able to provide some of the information requested. All information gathered will be held in the strictest confidence, accessible only to staff who will require it, and in line with the principles of Data Protection Legislation. It will be used only for the purposes of monitoring and collated data will never be published where there are numbers less than five to ensure that individuals cannot be identified.

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| **Your Date of Birth** |  |

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| **Please select one category only, indicating the category that best****describes your Ethnic Origin** (check box [x] ) |
| [ ]  **White** * English/Welsh/Scottish/Northern Irish/British
* Irish
* Gypsy or Irish Traveller

Any other white background, please describe here[ ]  **Mixed/multiple ethnic groups** * White and Black Caribbean
* White and Black African
* White and Asian

Any other mixed/multiple ethnic background, please describe here [ ]  **Asian/Asian British** * Indian
* Pakistani
* Bangladeshi
* Chinese

Any other Asian background, please describe here [ ]  **Black African/Caribbean/Black British** * African
* Caribbean

Any other Black/African/Caribbean background, please describe[ ]  **Other ethnic group** * Arab

 Any other ethnic group, please describe here [ ]  **I prefer not to say** |

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| **Please select the Religion that best applies to you.** | [ ]  Buddhist [ ]  Christian [ ]  Hindu [ ]  Jewish [ ]  Muslim  | [ ]  Sikh [ ]  Other [ ]  No religion or atheist [ ]  I prefer not to say |
| **Sexual Orientation: which of the following describes how you think of yourself?** | [ ]  Bisexual [ ]  Gay or lesbian [ ]  Heterosexual/straight | [ ]  Other [ ]  I prefer not to say |
| **Gender: which of the following describes how you think of yourself?** | [ ]  Male [ ]  Female   | [ ]  In another way[ ]  I prefer not to say |
| **Do you have a health condition or disability?** | [ ]  Yes [ ]  No  | [ ]  I prefer not to say |
| **If you answered yes, has it lasted or is it expected to last 12 months?** | [ ]  Yes [ ]  No |  |
| **Does this have an adverse effect on your day-to-day activities?** | [ ]  Yes[ ]  No |  |
| **Please select the category that best describes the nature of the health****condition/disability** | [ ]  Visual impairment[ ]  Hearing impairment[ ]  Physical co-ordination[ ]  Mobility[ ]  Physical capacity[ ]  Speech impairment | [ ]  Severe disfigurement[ ]  Learning difficulties[ ]  Mental illness[ ]  I prefer not to say[ ]  Not disabled[ ]  Other |

**Essential/Desirable Criteria**

Please use this space to provide evidence of how you meet the essential and desirable criteria.

**Essential Criteria**

* Lived experience of homelessness.
* Knowledge or experience of the housing system in at least one Scottish local authority, including a basic awareness of the homelessness assessment process from start to finish.
* A basic understanding of the benefits system, the way in which housing benefit interacts with other benefits and the impact this can have on claimants.

**Desirable Criteria**

* Some professional experience working in housing or homelessness services.
* An understanding of the factors that can contribute to homelessness.
* An awareness of the various tenures on offer in Scotland, and preferably direct experience of the social rented sector (local authority or housing association) or private rented sector.
* An understanding of the evictions process in Scotland, including the rights of tenants and landlords.
* Awareness of the importance of affordable housing.

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| **Essential Criteria 1** Your response here – maximum 300 words. |
| **Essential Criteria 2** Your response here – maximum 300 words. |
| **Essential Criteria 3** Your response here – maximum 300 words. |