Office use only:

|  |  |
| --- | --- |
| Position Applied for: | **Associate** |

|  |
| --- |
| Application for Worker Role |

|  |
| --- |
| This application form provides all the information we will use to help us decide how well you could match the post you are applying for. You should read the Associate job information; skill sets and approaches closely. Use every relevant part of your life experience, whether from your paid employment, voluntary work, personal life or education.  We welcome completed applications by email or by post, contact details below. Please either type directly in this form or print out and complete the form in black ink. |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE KEPT CONFIDENTIAL** |

|  |
| --- |
| **Section 1 Personal details** |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | **First Name:** |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | **Postcode:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Daytime Telephone No:** |  | **Mobile Telephone No:** |  |
| **E-mail address:** |  | | |

|  |  |
| --- | --- |
| **Home Telephone No:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you free to remain and take up employment in the UK with no current immigration restrictions? | Yes |  | No |  |

|  |
| --- |
| Section 2 Present or most recent employment *(if applicable)* |
| Briefly describe the main duties and responsibilities of your post. |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |
| --- | --- |
| Post Title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Appointment: |  | **Salary:** |  |

|  |
| --- |
| **Brief description of duties:** |
|  | |

|  |  |
| --- | --- |
| **Last day of service**  (if no longer employed)**:** |  |

|  |  |
| --- | --- |
| **Reason for leaving, or thinking of leaving:** |  |

|  |
| --- |
| Section 3 Previous Employment and Training |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | | |
|  |  | Postcode |  |

|  |  |
| --- | --- |
| Post Held & Dates Employed: |  |

|  |
| --- |
| **Summary of duties:** |
|  | |

|  |  |
| --- | --- |
| **Reason for leaving:** |  |

|  |
| --- |
| **If you are not at present in paid work, please tell us what you are doing** *(eg working at home, studying, voluntary work etc).* **Much of what you do could be relevant so please include it.** |

|  |
| --- |
| Training |
| Please list any training you have received or courses which did not lead to a qualification, but you feel are relevant to the Associate role. |

|  |  |
| --- | --- |
| **Course** | **Date** |
|  |  |

|  |
| --- |
| **Section 4 Rehabilitation of Offenders Act (1974)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any convictions that are unspent under the rehabilitation of offender’s act 1974? | Yes |  | No |  |

|  |
| --- |
| If yes, please give details / dates of offence(s) and sentence: |
|  |

|  |
| --- |
| **Section 5 Associate Categories**  Please read the 5 categories in the recruitment pack and **select one** category that you are most interested in. |

**All in for Change**

|  |  |
| --- | --- |
| **Category 1.** Change Lead with personal experience of homelessness |  |
| **Category 2.** Change Lead working in a direct homelessness service role only |  |
| **Category 3.** Change Lead with personal experience AND working in a homelessness service |  |
| **GHIFT** | |
| **Category 4.** GHIFT Associate with personal experience of homelessness |  |
| **All in for Change + GHIFT** |  |
| **Category 5**. Change Lead with personal experience of homelessness  + GHIFT Associate with personal experience of homelessness |  |

|  |
| --- |
| Section 6 Personal Statement |
| This section is to demonstrate that your approach, skills and experience match the requirements of the post.  Refer carefully to the **4 skill sets** in the recruitment pack.Please select the one **skill set** that you most relate to and tell us about the experience you have using those skills.  (Maximum word count: 150) |

**Which skill set do you relate to?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A picture containing symbol, circle, white, graphics  Description automatically generated  **Connector** |  | A white drop of water on a black background  Description automatically generated with low confidence  **Influencer** |  |  |  |
| Research with solid fill**Researcher** |  | Marketing with solid fill  **Communicator** |  |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| |  | | --- | | Please tell us about the experience you have using those skills: | |  | |  |

|  |
| --- |
| **Section 7 Experience of Homelessness**  Please select how long ago your most recent experience of homelessness was. We ask this questions because our team benefits from having a blend of people who have current and recent experience of homelessness, and those that have a longer-term perspective of it. |

|  |  |
| --- | --- |
| Currently experiencing homelessness |  |
| Homeless in last year |  |
| 1-4 years |  |
| 5-10 years |  |
| More than 10 years ago |  |
| Childhood experience of homelessness |  |

|  |
| --- |
| **Section 8 Disability Discrimination Act** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| This Act protects people with disabilities from unlawful discrimination. Do you have a disability which is relevant to your application? | Yes |  | No |  |

|  |
| --- |
| *If yes, please give details: NB\* Do we need to make any specific arrangements in order for you to attend the selection & matching day? If so please detail this below.* |
|  |

|  |
| --- |
| **Section 9 References** |

|  |
| --- |
| Please give the names and addresses of your referees – these can be character references if you don’t have a recent employer. |

|  |  |  |
| --- | --- | --- |
| **Reference 1** |  | **Reference 2 (Optional)** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | **Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Job title: |  | **Job title:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Relationship: |  | **Relationship:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation: |  | **Organisation:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Address: |  | | **Address:** |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  | Postcode |  |  | Postcode |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No: |  | **Telephone No:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail: |  | **E-mail:** |  |

|  |
| --- |
| **Section 10 Application Declaration** |

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| --- |
| Statement to be Signed by the Applicant  *Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered (except if received by email).*   * I understand these details will be held in confidence by the organisation, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the General Data Protection Regulations (appendix below). * I declare that the information given in this form is complete and accurate. * I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | **Date:** |  |
|  |

|  |  |
| --- | --- |
| We undertake to treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the General Data Regulations.   |  | | --- | | **RETURNING THIS FORM**  **By email:**  recruitment@homelessnetwork.scot  By hand or post marked ‘private and confidential’ to:  Janice Higgins  Head of Corporate Services  Homeless Network Scotland  Unit 16a, Adelphi Centre  12 Commercial Road  Glasgow G5 0PQ  **CLOSING DATE: No later than 5pm Monday 31 July 2023** | |

**About You**

1. **How would you describe your gender identity?**

|  |
| --- |
|  |

*Opt-out*

1. **What are your preferred pronouns?**

|  |
| --- |
|  |

*Opt-out*

1. **Please tell us your age:**

16-18  35-44  65-74  19-24  45-54  75 and over  25-34  55-64  Opt-out

1. **How would you describe your ethnicity?**

|  |
| --- |
|  |

*Opt-out*

1. **How would you identify your sexual orientation?**

|  |
| --- |
|  |

*Opt-out*

|  |
| --- |
| **Guidance Notes for Completing the Application Form** |

*The application form is an essential part of the recruitment and selection process and acts as a guide for selection.*

*The following guidance notes relate to all the sections of the application form. They are intended to help you complete your application and it is important that you read them carefully.*

**Role Description and Skills Set**

Make sure you read the role description and skill sets carefully before completing the form. Consider how your skills and experience compare. Homeless Network Scotland carries out shortlisting by comparing how applicants’ skills and experiences compare to the roles set out.

**Section 1**

Eligibility to Work in the UK: if you are shortlisted, you will be asked to provide evidence that you are eligible to work in this country as required by the Asylum and Immigration Act 1996.

**Section 2**

Give the name and address of your present/last employer, and the main duties of the job you currently hold.

**Section 3**

Please detail your employment history as well as any experience or voluntary work you think may be relevant to the role you have applied for. Please list any relevant training and development undertaken which supports your application form.

**Section 4**

**Rehabilitation of Offenders Act 1974**

In this section you are asked to provide details of any criminal convictions that you have. We will not discriminate and if you have to give details of previous convictions this will not automatically prevent you from getting the job. We will consider how previous convictions could affect the job you are applying for. These will only be taken into account if the offence is relevant to the work you would be doing. This includes driving offences.

**Section 5**

Select which category you are interested in most. More detailed information is in the recruitment pack.

**Section 6**

Provide a statement in support of your application. Remember to use the role description and refer to the approach and skill sets that from the recruitment pack. This is one of the most important parts of the application form and is where you need to promote yourself. Consider the role you are applying for, what it will entail, and why you are interested in it. Use your past experiences, whether they are in a work or personal environment, during paid work or in a community or voluntary role. Use all this experience to describe what makes you a suitable candidate for the Associate role.

**Section 7**

Help us with identifying your most recent time period when homelessness was experienced so that we can have a diverse range of experiences in the team.

**Section 8**

Under the Disability Discrimination Act (1995), employers must:

* Make sure disabled people receive fair treatment when applying for jobs and while working for us.
* Make reasonable adjustments to allow disabled applicants to compete to the best of their ability during the recruitment process and to help them in their work with us.

On your application form we ask whether you consider yourself to be a person with a disability and to give details to any needs you may have to enable you to attend an interview. This information is important because it helps us to make sure that you have every opportunity to demonstrate your true abilities.

At the matching day you may be asked questions about how your disability may affect the performance of a particular job. This helps us to establish what adjustments we may need to make to help you do that job.

**Section 9**

The referees listed on the application form can be from a recent employer if applicable or can be character references.

**Section 10**

Providing false information or knowingly omitting or concealing any relevant fact about your eligibility will result in your name being withdrawn from the list of candidates. It can be grounds of termination of an Associate role if such a discovery is made after you have been appointed.

**And Finally…**

Remember to sign and send back your application form no later than the closing date.