



# Ayr Housing Aid Centre scio

**South Ayrshire Independent Housing Information, Advice, Advocacy and Engagement Services**

7 York Street, Ayr KA8 8AN  
Tel: (01292) 288111  
Text & WhatsApp Advice: 07549 603895

Website: [www.ayrhousingaidcentre.com](http://www.ayrhousingaidcentre.com)  
E-mail: [info@ayrhousingaidcentre.com](mailto:info@ayrhousingaidcentre.com)  
Chief Executive Officer: Suzanne Slavin BSc (Open)

**CONFIDENTIAL  
AN EQUAL OPPORTUNITIES EMPLOYER**

**APPLICATION FORM FOR POST OF:-**

**SECTION A**

<b>PERSONAL DETAILS</b>
Full Name:
Any previous names by which you have been known:
Email:
Telephone:
Address:
Postcode:
How long have you lived at the above address?
If less than 12 months, please give your previous address (including postcode):
Do you have a current Driving Licence? <b>YES/NO</b>
Have you completed or are working towards relevant qualifications?
Do you have a PVG membership or a Disclosure certificate? If so, please give details:

**SECTION B**

<b>PRESENT/MOST RECENT POST</b>
Name and address of Employer/Volunteer Organisation:
Post held/Summary of role and responsibilities:
Dates employed/volunteered:
Salary if applicable:
Please give reason for leaving or why wanting to leave:

**PREVIOUS EXPERIENCE**

NAME AND ADDRESS OF EMPLOYER:	START & END DATES	POST HELD, SUMMARY ROLE, RESPONSIBILITIES, SKILLS USED:


**SECTION C**

Please give details of any previous experience you may have of working with vulnerable adults/Service Users/homeless people, and skills you can bring into this role and to the Centre.

**SECTION D**

Please give details of any relevant qualifications, training and/or personal qualities which you feel equip you to perform well in this role.

**SECTION E**

**SUPPORT STATEMENT**

Please state why you are applying for this post, and give some specific examples that illustrate your experience relevant to the job spec and to the role

## SECTION F

<b>INTERVIEW ARRANGEMENTS &amp; AVAILABILITY</b>
If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process
Are there any dates when you will not be available?
When could you start working for us?
<b>RIGHT TO WORK IN THE UK</b>
Do you need a work permit to work in the UK?

## SECTION G

<b>REFEREES</b>
Please give the name and contact details of 2 suitable referees. At least one should have knowledge of any previous work you may have undertaken in a professional capacity e.g. Supervisor/Manager.
Please tick the box if you have any objections to a referee being contacted prior to interview <input type="checkbox"/>
<b>REFEREE 1</b>
Name: _____ Designation: _____
Address (including postcode): _____ Email: _____
_____ Telephone: _____
In what capacity do you know this person (Manager/Supervisor, etc)?
<b>REFEREE 2</b>
Name: _____ Designation: _____
Address (including postcode): _____ Email: _____
_____ Telephone: _____
In what capacity do you know this person (friend, colleague, etc)?

## SECTION H

### CANDIDATES DECLARATION

I confirm that all information in this form is, to my knowledge, correct. I accept that false information or omission may lead directly to dismissal without notice; and that canvassing of members of the Council/Centre, directly or indirectly in connection with this post will disqualify me.

Signature..... Date.....

### PLEASE RETURN:-

**3 Forms** – (Application, Equal Opportunities Monitoring and Self Declaration) to:-

[recruitment@ayrhousingaidcentre.com](mailto:recruitment@ayrhousingaidcentre.com)

**The information you give us in this form will be treated in the strictest confidence and complies with our GPDR Policy and procedures.**

## EQUAL OPPORTUNITIES MONITORING FORM

Ayr Housing Aid Centre SCIO operates an Equal Opportunities recruitment and selection policy which ensures that no job applicant or employee is treated less favourably than any other. For the policy to be effective, detailed monitoring of applications requires to be carried out to ensure that no candidate is discriminated against on the grounds of gender, race, colour, nationality, ethnic or national origins, marital status, disability, sexuality or age.

Your assistance would be appreciated in providing information which will be treated in the strictest confidence and will be used simply to provide a statistical profile of the applicants for each job. The information will not be made available to any person involved in the selection process.

Thank you for your co-operation.

**PLEASE TICK THE APPROPRIATE BOX**

<p style="text-align: center;"><b>SEX</b></p> <p>Are You?</p> <p>Male <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>Female <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>Other <input style="width: 50px; height: 20px;" type="checkbox"/></p> <hr/> <p style="text-align: center;"><b>MARITAL STATUS</b></p> <p>Are You?</p> <p>Married <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>Not Married <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>Other <input style="width: 50px; height: 20px;" type="checkbox"/></p> <hr/>	<p style="text-align: center;"><b>ETHNIC ORIGIN</b></p> <p>Are You?</p> <p>White <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>Black – African <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>Black – Caribbean <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>Black – Other (please specify) <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>.....</p> <p>Indian <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>Bangladeshi <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>Pakistani <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>Chinese <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>Other (please specify) <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>.....</p>	<p style="text-align: center;"><b>AGE</b></p> <p>Are You?</p> <p>Aged Under 21 years <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>21 – 30 <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>31 – 40 <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>41 – 50 <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>51 – 60 <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>Over 60 <input style="width: 50px; height: 20px;" type="checkbox"/></p> <hr/> <p style="text-align: center;"><b>DISABILITY</b></p> <p>Are You?</p> <p>Registered Disabled <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>Disabled (not Registered) <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>Not Disabled <input style="width: 50px; height: 20px;" type="checkbox"/></p>
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### POST DETAILS

POST APPLIED FOR :





## Section 2

Non-conviction relevant information e.g. are there any ongoing investigations or complaints which could impact on your employment?

## Section 3

Declaration (**I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal**).

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*NOTE: The information given in this form will be treated in the strictest confidence. Please seal this form in the addressed envelope provided and return prior to your interview.*