

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

7 York Street, Ayr KA8 8AN Website: www.ayrhousingaidcentre.com

Tel: (01292) 288111 E-mail: info@ayrhousingaidcentre.com

Text & WhatsApp Advice: 07549 603895 Chief Executive Officer: Suzanne Slavin BSc (Open)

**CONFIDENTIAL**

**AN EQUAL OPPORTUNITIES EMPLOYER**

**APPLICATION FORM FOR POST OF:-**

**SECTION A**

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| **PERSONAL DETAILS** |
| 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? **YES/NO** |
| 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**

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| **PRESENT/MOST RECENT** **POST**  |
| 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: |
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**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.

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**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.

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**SECTION E**

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| **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 |
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**SECTION F**

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| **INTERVIEW ARRANGEMENTS** **& AVAILABILITY**  |
| 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 |
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| Are there any dates when you will not be available? |
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| When could you start working for us? |
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| **RIGHT TO WORK IN THE UK** |
| Do you need a work permit to work in the UK? |

**SECTION G**

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| **REFEREES** |
| 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. |
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| Please tick the box if you have any objections to a referee being contacted prior to interview  |
| **REFEREE 1** |
| Name: Designation: |
| Address (including postcode): Email: |
|  Telephone:  |
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|  |
| In what capacity do you know this person (Manager/Supervisor, etc)? |
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| **REFEREE 2** |
| Name: Designation: |
| Address (including postcode): Email: |
|  Telephone: |
|  |
|  |
| In what capacity do you know this person (friend, colleague, etc)? |
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**SECTION H**

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| **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 if applicable) to:-

**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.**