



Hanover Scotland Housing Association Ltd

Job Applicant Information

Thank you for responding to our advertisement for our job vacancy.

In order to assist in your application the following information is provided:

- Recruitment Check Information;
- Disability Symbol Guidelines for Candidates;
- Job Description (Separate attachment);
- Shift Pattern (if applicable to post – Separate attachment);
- Summary Conditions of Employment (Separate attachment);

The job application form should be completed **in full** as incomplete applications; CV's and references to CV's will **not** be considered. Please complete the application form legibly in black ink or type. You may support your application with numbered additional sheets if you believe this is necessary. Please remember to write the name of the post you are applying for, and the job reference number, on the application form.

The job application form should be marked PRIVATE AND CONFIDENTIAL and returned to the HR Department, Hanover (Scotland) Housing Association Ltd, 95 McDonald Road, Edinburgh EH7 4NS no later than 1200 midday on the closing date or emailed to recruit@hanover.scot by this time. Application forms received after noon on the closing date will not be considered.

The information that you provide in your application form will be used for selection purposes only. Applications will be matched to the person specification for the post in order to select a shortlist of candidates for interview and will also form the basis of the interview.

We look forward to receiving your application and hope the above is of assistance to you.

Recruitment Check Information

If, following interview, you are selected as the preferred candidate for the post, a **conditional** offer of employment will be made. The necessary recruitment checks will then be undertaken. These checks include:

- References request from your current line manager.
- Health assessment to identify any reasonable adjustments as required if you have any health conditions. We will ask you to complete a Health Questionnaire which will be sent to the Association's Occupational Health Adviser for assessment.
- Standard disclosure check via Disclosure Scotland.

All recruitment checks received will be considered thoroughly and must be deemed satisfactory before employment can be offered.

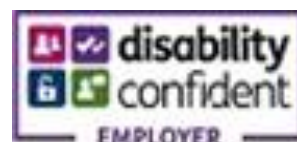
Data management

We will ask preferred candidates to complete an application and will counter-sign and forward the document to Disclosure Scotland. The information disclosed to us will be used only for recruitment purposes and will be securely destroyed in accordance with Disclosure Scotland's Code of Practice.

Disability Symbol - Guideline for Candidates

What this accreditation means

Jobcentre Plus, part of the Department of Work and Pensions, has awarded this accreditation to the Association because of its commitment to employing disabled people, part of our equalities and diversity objectives.



What is a disability?

This is defined as a physical or mental impairment which has a significant and long term effect (12 months or longer duration) on a person's ability to carry out day to day activities.

To qualify as a disability, the person's impairment must have an affect on one or more of the following:

- Mobility;
- Manual dexterity;
- Physical coordination;
- Continence;
- Ability to lift, carry or otherwise move every day objects;
- Speech, hearing or eyesight;
- Memory or ability to concentrate, learn or understand;
- Perception of risk or physical danger;
- Severe disfigurement, with certain exceptions.

A 'reasonable adjustment' is an action an employer is required to take to enable a disabled person to take up or remain in employment.

The Association's Commitment

The Association has made the commitment to interview all applicants with a disability who meet minimum essential criteria for the post.

How do I find out what is the minimum essential criteria for the post?

Jobs packs and further information can be obtained by phoning 0131 557 0598, e-mailing recruit@hanover.scot or visiting www.hanover.scot to download a pack. Please quote the reference number given in correspondence.

Minimum criteria details are given in the job description and specification of the post contained in the job pack.

How do I advise the Association of my disability status?

If you are a disabled person and wish to make use of this arrangement, please indicate this in the appropriate section on page 3 of the application form.