



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:

- Additional Candidate Information, 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.

Due to the volume of applications we receive, it is not possible to reply individually. Invitations for interview will normally be issued within 3 weeks of the closing date. If you have not been invited to interview by this date you have been unsuccessful in this instance.

If, after interview, you are selected as the preferred candidate for the post we will ask you to supply referee names and addresses and other relevant information as required for the post. Please read the attached additional information sheet on Reference and Fit Person Checking, Criminal Records Disclosure and PVG Scheme Membership (adults) for further information and refer to the job advertisement for the requirements of the post.

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

Additional Candidate Information

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, health assessment, and right to work in the UK.

Where relevant to the post, criminal records disclosure, qualification checks and registration checks will be carried out. This includes PVG (Protecting Vulnerable Groups) scheme membership (Adults), SSSC (Scottish Social Services Council) registration and membership of any other relevant professional or registered bodies.

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

All posts will require the following recruitment checks.

1. Reference Checking

Employment References

- Contact details of your line manager/supervisor from your current employer or last employer where employment is not currently held. You may need to provide additional employment reference information from previous employers, if necessary. We seek employment references covering at least your last three years in employment.

Character Reference

- Contact details of a character referee who can confirm your good character and integrity.

2. Health Assessment Questionnaire

If you are the preferred candidate it is necessary for us to know if you have any health conditions that could affect your ability to undertake the post and identify any reasonable adjustments as required. We will ask you to complete a Health Questionnaire which will be sent to the Association's Occupational Health Adviser for assessment.

3. Right to Work in the UK

Prevention of Illegal Working – Asylum and Immigration Act 1996 (Amended documentation checks effective 1 May 2004) sets out the law on the prevention of illegal working.

It is a criminal offence for an employer to employ someone who does not have permission to work in the United Kingdom. We will require to verify your proper

immigration authorisation by checking relevant documentation giving this authorisation.

In addition to recruitment checks 1 – 3 above, further checks may be required for the post for which you have applied. Please refer to the job advertisement/job description for details.

4. PVG (Protecting Vulnerable Groups) Scheme Membership

The Protecting Vulnerable Groups Scheme has replaced Enhanced Disclosures for people that carry out regulated work with protected adults.

The Association is legally required to ensure that you are a member of the above scheme and to prohibit you from such work if you are not a member and/or listed as being barred from undertaking such work.

You in turn will commit an offence if you undertake or seek to undertake such work when not a PVG Scheme member or listed as barred.

The Association will observe its duties fully in respect of the above and any other PVG Scheme provisions.

Subject to the provisions noted above, we do not operate a blanket ban on the recruitment of ex-offenders.

If you are not currently a member of the PVG scheme, you will be required to apply and pay to join the Scheme via the Association as a registered body. As a registered body we will be invoiced for your fee and we will recover the cost of the fee over the first six months of your service by authorised deduction from your salary.

If you are a PVG Scheme member (adults) we will check your Scheme Record or Scheme Membership Statement. We reserve the discretion to receive a Scheme Membership Update if we consider this check necessary and will pay for the cost of this.

The above noted scheme documents disclose current and spent criminal convictions and in addition a wide range of civil and non conviction information.

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.

Copies of our Policies on **The Recruitment of Ex-Offenders** and **Storage and Retention of Disclosure Information** are available on request.

5. Criminal Records Disclosure

If you are applying for a post which requires Criminal Records Disclosure the following measure will apply:

The Rehabilitation of Offenders Act (ROA) 1974 allows ex offenders to disregard their convictions after certain periods of time have elapsed since the sentence. The time required for a conviction to be considered spent depends on the sentence. Prison sentences over two and a half years are **never** considered spent.

Where a conviction is considered spent ex-offenders are not legally required to disclose it.

However, the post for which you are applying is exempt from the ROA as it involves working in a care service as defined by the Regulation of Care Act (Scotland) 2001.

We are, therefore, legally entitled to ask applicants for details of all convictions, both spent and unspent.

A Standard Disclosure of Criminal Records is required for all Hanover posts working in a care service, but not carrying out regulated work.

A Standard Disclosure provides applicants and the Association with details of any spent and unspent conviction.

In exceptional cases Enhanced Criminal Records Disclosures will be required.

An Enhanced Disclosure contains **all** convictions, **as allowed** under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 as amended:

- unspent convictions (all current or live convictions);
- spent convictions (those that can be treated, for employment purposes, as though they never existed, as explained above);
- **non-conviction** information held by a police force where the Chief Constable considers this relevant to the post.

The Association will pay for the cost of Disclosure.

Data management provisions are as noted in section 4 above

6. Registration with the Scottish Social Services Council (SSSC)

The SSSC is statutorily responsible for maintaining in Scotland a Register of Social Services Workers who are deemed suitable and qualified to carry out their job.

The term 'Social Services Worker' is wide-ranging and includes most Association roles providing, supervising and managing care and housing support services.

If the post for which you have applied is subject to SSSC Registration you will require to be registered with the SSSC (or with another body sanctioned by the SSSC) as a condition of employment .

The process of registration is being phased-in gradually and you will be advised in advertisements and at interview of the requirement applicable to the post.

The Association has a staff qualifications programme designed to help employees meet the qualification criterion for SSSC registration.

7. Fit Person Checking

Fit Person checking must be undertaken for designated posts in order to comply with the Regulation of Care (Scotland) Act 2001. The fitness test covers character, integrity, qualifications, skills and experience, together with physical and mental fitness. Preferred candidates for these posts will therefore be asked to give consent to contact their GP for a statement regarding their physical and mental ability to conduct the duties of the post.

Under the Regulation of Care (Scotland) Act 2001, persons who have received a sentence of imprisonment for more than 3 months, without the option of a fine, will be regarded as unfit and will therefore not be recruited to the particular post. This applies where a suspended or deferred sentence is concerned.

8. Qualifications/Professional Membership/Registration Details

If the post for which you have applied requires qualifications and/or professional membership of a particular body/bodies this requirement will be noted in the person specification for the post. You will be required to submit your original qualification certificates and/or professional membership/registration details for verification.

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 1 of the application form.