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| **Private and Confidential**  **Hanover_logo_small_rgb** | | Hanover (Scotland) Housing Association Ltd  95 McDonald Road  Edinburgh  EH7 4NS  Tel: 0131 557 0598  Fax: 0131 557 1280  Scottish Charity No. SC 014738 | |
| **Application for Employment** | | | |
| Please note that CVs will not be considered. | | | |
| Title of Post: .Title of post Job Reference No: Enter job reference here. | | | |
| Where did you see the post advertised? Enter details here. | | | |
| **Personal details** | | | |
| Title: Enter initials here. | Forename: Enter initials here. | | Surname: Enter surname here. |
| Address (including postcode): Enter home address here. | | | |
| Email: Enter e-mail address here. | | | |
| Phone No (home): Enter Home Phone Number. | | Phone No (mobile): Enter mobile phone number. | |

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| **Employment and Character References – we require you to provide:** | |
| \*Referees will not be contacted until a conditional offer of employment has been made. Please do not include friends, relatives or immediate colleagues. In line with *Safer Recruitment* Guidelines we reserve the right to seek your approval for an employment reference from any of your current/previous employers as necessary. | |
| **REFERENCE DETAILS MUST COVER YOUR LAST THREE YEARS FROM THE DATE YOU SUBMIT YOUR APPLICATION** | |
| **Current/most recent employer** (Company Name): | |
| Referee Name: | Referee Job Title: |
| Email (work address): | |
| Business address: | Business tel no.: |
| **Previous employer** (Company Name): | |
| Referee Name: | Referee Job Title: |
| Email (work address): | |
| Business address: | Business tel no.: |

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| **Previous employer** (Company Name): | |
| Referee Name: | Referee Job Title: |
| Email (work address): | |
| Business address: | Business tel no.: |
| **Previous employer** (Company Name): | |
| Referee Name: | Referee Job Title: |
| Email (work address): | |
| Business address: | Business tel no.: |
| \* **Please tick if you have attached more details on an additional sheet.** | |
| **Character Reference:** Your character referee should be from a person in one of the following positions or occupations: Advocate; Police Constable; Established Civil Servant; Executry Practitioners; Justices of the Peace; Councillor; Member of Parliament; European Parliament or Scottish Parliament; Mental Health Officer; Minister of Religion; Qualified Surveyor; Registered European Lawyer; Registered Medical Practitioner; Registered Nurse; Registered Teacher; Solicitor.  If you do not know a person in one of the above positions, please provide us with a referee of good standing and occupation who is able to confirm your good character and integrity. Please note your referee must not be a relative. | |
| Referee Name: | Tel. no.: |
| Position / Occupation: | |
| Email: | |
| Address (full postal address including postcode): | |

**PLEASE CONTINUE ON NEXT PAGE**

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| **Other Details:** | |
| **If driving is required for the post do you hold a current driving licence?** | YesNo |
| **Are you related to anyone who works/has worked for Hanover, or who serves/has served on its Committees within the last 12 months?** | YesNo |
| If yes, please give details of relatives name, job, location and your relationship to them: | |
| **Are you permitted to live in the UK?** | YesNo |
| **Are you permitted to work in the UK?** | YesNo |

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| **Disclosure Scotland Existing PVG Scheme Members and/or Disclosure ID No. (if applicable):** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Date Issued** | **PVG Scheme ID Number** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **What type of regulated work does your PVG Scheme membership apply to:** |
|  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | Adults  Children  Both |
| **Date Issued** | **Disclosure ID Number** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Hanover operates a guaranteed interview scheme for applicants with a disability who meet the essential criteria for the post, as indicated in the Person Specification.  If you consider yourself to have a disability, ie a physical or mental condition which has a long-term  \\Q-NAP01\ArtWork\Logos and Brand Guidelines\Other logos\employer_small.png  and substantial affect on your ability to carry out normal day-to-day activities, and would like to apply under the scheme, please tick here. |

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| **Present employment/most recent employment** | | | | | |
| **\*Please include details of any gaps in employment** | | | | | |
| Name and address of employer | | | Job title | | Salary/wage |
|  | | |  | |  |
| Date commenced (MM/YY) | Date left  (MM/YY) | |
|  |  | |
| Notice required | | Reason for leaving/wishing to leave | | | |
|  | |  | | | |
| Summary of main duties, responsibilities and achievements: | | | | | |
| **Previous employment (starting with most recent first)** | | | | | |
| Name and address of employer | | | Job title | | Salary/wage |
|  | | |  | |  |
| Date commenced (MM/YY) | Date left  (MM/YY) | |
|  |  | |
| Reason for leaving: |  | | | | |
| Summary of main duties, responsibilities and achievements: | | | | | |
| Name and address of employer | | | Job title | | Salary/wage |
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| Date commenced (MM/YY) | Date left  (MM/YY) | |
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| Reason for leaving: |  | | | | |
| Summary of main duties, responsibilities and achievements: | | | | | |
| **\*If necessary, please continue with any additional relevant work experience on a separate sheet.** | | | | | |

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| **Education and Qualifications** | | | | | |
| \*Please let us know of any qualifications relevant to the role you are applying for | | | | | |
| Qualifications gained | | Subjects | | | Grade |
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| **Current Membership of Professional Bodies** | | | | | |
| Professional Body | | Category of Membership | | | |
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| **SSSC Registration (if applicable)** | | | | | |
| Date of registration | Valid from | | Valid to | Registration number | |
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| \*If you have any registration conditions – please advise: | | | | | |
| Which part of the Register are you registered to?: | | | | | |

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| **Personal Statement in support of your application** |
| Please provide any additional information in support of your application. Consider any achievements and skills gained in paid and/or voluntary employment, outside interests and any other relevant activities and reasons why you would like to join Hanover (Scotland) Housing Association. This information is an important part of the selection process. |
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| **Data Protection**  I accept that the information supplied in this application and any supplementary forms will be used to assist in the recruitment process in accordance with Hanover (Scotland) Housing Association’s recruitment procedures and will be retained in a personnel file if I am successful. I accept that information provided by me on the Equal Opportunities Monitoring form will be used for monitoring purposes. I understand that Hanover (Scotland) Housing Association will store and process the information contained in this Employment Application in accordance with the Data Protection Act (1998). | |
|  | Tick here if you agree with the above. Please note that we will not proceed with your application if this box is not ticked |
| **Declaration**  I declare that the information set out in this application for employment is true and complete to the best of my knowledge. If any of the information given by me in this form or in support of my application is untrue, I recognise that any offer of employment may be withdrawn or my employment with the Association terminated. Canvassing of members or employees of the Association, directly or indirectly, will disqualify my application for the post. | |
|  | Tick here if you agree with the above. Please note that we will not proceed with your application if this box is not ticked |

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