**LOCHABER HOUSING ASSOCIATION**

**BUSINESS ADMIN 2 YEAR TRAINING PROGRAMME**

**Application Form**

**IN CONFIDENCE**

The information, which you supply in this application form, will enable us to decide whether or not an interview will be mutually beneficial and will also assist in any interviews, which may follow.

All questions must be answered. Whilst all sections may not be relevant to you personally, you should complete the form as fully and accurately as possible to enable your application to be given full consideration.

LHA has a positive commitment to the promotion of Equality, Diversity and Inclusion for all employees and prospective employees.

PLEASE COMPLETE ALL SECTIONS

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| Surname: Initials: | |
| Address for correspondence:  Postcode: | Private Tel. No: |
| Your daytime telephone no. (on which a message may be left): |
| Mobile No: |
| Email Address: |
| Immigration, Asylum & Nationality Act 2006  The Immigration, Asylum & Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the EU. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the EU. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document (or combination of documents) indicated by the Act.  Do you currently have the right to work and live in the EU? Yes / No  Please delete as appropriate |

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| **Assistance for people with disabilities**  **We are committed to being an equal opportunities employer and do not discriminate in any way**. |
| If you consider yourself to have a disability, are there any arrangements that we can make to assist\adapt, for you, if you are called to interview or if successfully employed? Please give details below: |

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| Referees | | | |
| Please give details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer. LHA does not accept references from family members.  If you do not wish your current employer to be approached following short-listing, please indicate in the box below. | | | |
| Name: |  | Name: |  |
| Job title: |  | Job title: |  |
| Company: |  | Company: |  |
| Address: |  | Address: |  |
| Postcode: |  | Postcode: |  |
| Email: |  | Email: |  |
| Tel No: |  | Tel No: |  |
| Fax No: |  | Fax No: |  |
| Do Not Approach: | 🞏 | Do Not Approach: | 🞏 |

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| Do you possess a full current Driving Licence? Yes/ No |
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| Declaration |
| In making this application for employment with the Association, I confirm that the answers to the following questions and the information I have given in this application form is to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed without notice. |
| SIGNED DATE |

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| **Declaring Personal Interests** |
| You are required to declare any connection with an existing Lochaber Housing Association employee or Board member.  Please state if any person in Group 1 below, or anyone in Group 2 & 3 with whom you have regular contact, is an employee or Board member.  This will not necessarily preclude you being employed by Lochaber Housing Association but we need to be aware of these connections to avoid any conflict of interest on anyone’s part and to ensure an open and fair recruitment process. |

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| **Group 1**  **Members of your household** | **Group 2**  **People closely associated with you** | **Group 3**  **Others you need to consider** |
| Anyone who normally lives as part of your household, whether they are related to you or not, including spouses/partners who work away from home and sons and daughters who are studying away from home. | * Parents, parents-in-law and their partners * Sons and daughters; stepsons and step-daughters and their partners * Brothers and sisters and their partners * A partner’s parent, child, brother or sister * Grandparents, grandchildren and their partners * Someone who is dependent on you or whom you are dependent on * Close friends | * Other relatives (e.g. uncles, aunts, nephews & their partners) * Business contacts/ associates) |

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| **Please provide details as necessary:** |

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| **Secondary Education (please list subjects passed)** | | |
| Subjects Studied | Qualifications Obtained | Grade |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| Further Education | | | | | | | |
| University or  Further Education Establishment | | | | Course (s) & Subjects Studied | | Degrees, Diplomas Certificates Obtained | |
|  | | | |  | |  | |
| **Training Courses**  (Please give details of any relevant short courses or training undertaken) | | | | | | | |
| Course(s) Undertaken | | | | Provider(s) | | | |
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| **Computer Skills & Understanding of Data Protection Requirements**  (Please detail your experience) | | | | | | | |
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| Employment History | | | | | | | |
| Present, or most recent employment if currently unemployed | | | | | | | |
| Date  From | Date  To |  | Name and Address of  Employer | | Position Held | | Salary & other benefits/payments  £ per annum |
|  |  |  |  | |  | |  |
| Full details of duties/post | | | | | | | |
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| **Employment History (in order of most recent post first)** | | | |
| Name & Address of Previous Employer(s) | From Month/Year | To Month/  Year | Position Held, Main Duties and Reason for Leaving |
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| **Why have you applied for this trainee programme and what are the main attractions of it and the Association for you?** | |
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| **Please provide any relevant information not covered elsewhere on this form, which may include other activities e.g. voluntary work, major achievements, projects to date and indicate how this will enable you to contribute further to this post.** | |
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| **Leisure Activities/Interests** | | |
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| **If you were offered the post, when is the earliest you could start?** | |
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| **Where did you see this post advertised?** | |
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**Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made.

**Canvassing**

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal.

**Confirmation of Qualifications**

If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

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| **Personal Data** |

In accordance with the General Data Protection Regulations (GDPR), Lochaber Housing Association is committed to being transparent on how it handles your personal information, to protect the privacy and security of your personal information and to meet our data protection obligations for all job applicants. A copy of our employee privacy notice is included within your application pack.

**When completed this form can be returned by e-mail to:** [**recruitment@lochaberhousing.org.uk**](mailto:recruitment@lochaberhousing.org.uk)

# Or by post to: Siobhan Toal

# Lochaber Housing Association Ltd

101 High Street

Fort William

PH33 6DG

(Please affix the required postage for weight/size of envelope if returning by post)

(If returning the application form by e-mail please note that there is no need to also post a hard copy. If shortlisted you will be asked to sign your application form at interview)

Please note that the closing date for applications **is 12.00pm on Friday the 27th September 2024.**