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| APPLICATION FOR EMPLOYMENT |

## Post of: Repairs and Maintenance Administrator

**Post Ref: RRef.01**

Thank you for your interest in the above positions.

Please find enclosed Application Pack for these posts, consisting of the following items:

* Application Form
* Job Description and Person Specification
* Summary of Terms & Conditions of Employment
* Equal Opportunities monitoring Form
* Data Protection Act Statement

**Should you decide to apply for these posts please complete the application form fully, giving as much information as possible.**

You should read the person specification and job description carefully and, when completing your supporting statement, detail your suitability for the post in line with the person specification.

Give examples from your current or previous posts to demonstrate how you meet the criteria. You should also include any relevant skills you may have gained through voluntary work.

The closing date for applications is **12pm** on **Monday, 22nd April 2024**. Applications received after this time and date will not be considered. Interviews will take place during the week commencing 29th April.

Please return your completed application and Equal Opportunities Monitoring Form to recruitment@albynhousing.org.uk.

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**Private and Confidential**

**Application For Employment**

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| **Post Ref No**  | **RRef.01** |
| **Post Title** | **Repairs and Maintenance Administrator** |
| **Department** | **Customer and Property Services** |

**Personal Details**

|  |  |
| --- | --- |
| **Full Name**  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mr | Mrs | Ms | Miss | Other (Please Specify) |

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| --- | --- |
| **Address** |  |
|  |
|  |
|  | **Postcode** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **( Home**  |  | **( Mobile / Daytime** |  |
| **Email Address** |   |
| **NI Number** |  |

**Relationship to Board or Staff Members**

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| --- | --- |
| Are you related to any member(s) of Albyn Housing Society or Highland Residential staff? | Yes / No |
| If so, please state name and relationship: |

**Please Note: Canvassing Members or senior officers of the Society directly or indirectly will immediately disqualify your application**.

|  |  |
| --- | --- |
| Are you a tenant or sharing owner of Albyn Housing Society or Highland Residential? | Yes / No |
| Do you receive any services supplied by Albyn Housing Society or Highland Residential, e.g. factoring services? | Yes / No |
| Have you been a Board member of Albyn Housing Society or Highland Residential in the last 12 months? | Yes / No |
| Are you related to any member(s) of the Albyn Housing Society Board or of the Highland Residential Board? | Yes / No |
| If so, please state name and relationship: |
| Do you know anyone who works for Albyn Housing Society or Highland Residential? | Yes / No |
| If so, please state name and relationship: |

**Education, Qualifications, Training and Development**

Please list all the Educational Qualifications that you hold. You should start with your Secondary School Education and provide details of the start/end date, name of Educational Establishment and provide details of the qualifications with subject and grade. You should follow the same format for College/University qualifications.

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| --- | --- | --- |
| **Name of School/College/University** | **Qualification & Subject** | **Date Attended** |
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Please list any courses you have attended with current or previous employers which may relevant to this post.

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| --- | --- | --- | --- |
| **Course Title** | **Name of Provider** | **Date Attended** | **Duration** |
|  |  |  |  |

Please list below current membership of professional or other bodies which may be relevant to this post.

|  |  |
| --- | --- |
| **Body** | **Membership Grade** |
|  |  |

**Employment Record**

**Current or Most Recent Employment**

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| --- | --- |
| **Job Title** |  |
| **Date Appointed** |  | **Current Salary** |  |
| **Employer** |  | **(** |  |
| **Address** |  |
| **Description of Duties** |  |
| **Reason for seeking new employment** |  |
| *If applicable, the date you left* |  |
| **Notice Period** |  |

**Previous Employment**

Please list the details of your previous employment, with the most recent first. Please identify any gaps in your employment history. Continue on a separate sheet if necessary.

Please include any previous work experience (paid or unpaid), starting with the most recent first in terms of your employment over the last 10 years.

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| --- | --- | --- | --- | --- |
| **Dates of Employment** | **Post Held** | **Name of Employer** | Location | **Reason for Leaving** |
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**Supporting Statement**

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| The section ‘Supporting Application’ provides an opportunity for you to present your skills, experience, knowledge, qualifications and personal qualities, which are relevant to the Person Specification and Job Description. You should respond to each item on the Person Specification, indicating how you meet or have the potential to meet the criteria. Remember to :* be specific about your relevant skills, knowledge, experience, qualifications and personal qualities
* explain how you have used them and with what results
* explain how you would use them for the post applied for
* use information about your current and/or previous employment and voluntary work, community or leisure interests to respond to the items on the Person Specification.

Where possible, give examples and be prepared to develop these during an interview. |
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**Driving Licence**

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| **Do you have a full, current driving licence?** | Yes / No |
| **Do you have access to a car?** | Yes / No |

**References**

Please give the names and addresses of 2 referees (who are not relatives or friends) who know you well and can provide reliable information about your experience, skills and competencies with regards to this post. At least one of the referees should be your **current** or **most recent** employer. References will only be taken after the interview process for the successful candidate.

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| --- | --- |
| **Name** |  |
| **Post Title** |  |
| **Company** |  |
| **Address** |  |
|  |
| **Postcode** |  | **(** |  |
| **E-mail Address** |  |
| **Relationship** |  |
| **Please tick box if you do not wish this referee to be approached without notifying you beforehand** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Post Title** |  |
| **Company** |  |
| **Address** |  |
|  |
| **Postcode** |  | **(** |  |
| **E-mail Address** |  |
| **Relationship** |  |
| **Please tick box if you do not wish this referee to be approached without notifying you beforehand** |  |

**Miscellaneous**

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| If you have any financial, business, or other personal interests which might reasonably be regarded as conflicting with the needs of this post, please give details: |
| Where did you see this post advertised? |  |
| Are you eligible for employment in the United Kingdom? *In accordance with the Asylum and Immigration Act 2006, you will need to demonstrate your eligibility for employment in the UK. If your application is successful, you will need to confirm you eligibility by providing original documentation. A copy of the documentation will be retained on your personal file and the original will be returned to you.*  | Yes / No |

**Disability**

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| --- | --- |
| Do you have a disability as defined by the Equality Act? | Yes / No / Prefer not to say |
| If yes, please give information here |
| Do you require any adjustments or support to assist you during the recruitment process? | Yes / No  |
| Please also give details of any adjustments that may be required to the workplace or equipment that will assist you in performing the role to the best of your ability |

**Personal Data**

We treat personal data collected during the recruitment process in accordance with our [data protection policy](https://www.albynhousing.org.uk/wp-content/uploads/2022/03/Data-Protection-Review-Policy-Jan-2020.pdf) and our [policy on processing special category personal data and criminal records](https://www.albynhousing.org.uk/wp-content/uploads/2022/03/Special-Category-and-Criminal-Offences-Data-Processing-Policy-V1-December-2021.pdf). Information about how your data is used and the basis for processing your data is provided in our [job applicant privacy notice.](https://www.albynhousing.org.uk/careers/)

Please note that if you are successful at interview: your employment application will be subject to verification and this will involve references being followed up, qualifications being verified, a Disclosure Scotland pre-employment check, a financial check (only applicable to some roles) and an Occupational Health check.

**Certification**

I confirm that the information provided is correct and understand that any false information or deliberate omissions will disqualify me from employment or may result in my dismissal.

If a job offer is made, I authorise references, Disclosure Scotland clearances and if appropriate financial checks from the employers I have provided in support of this application. I release the company and referees from any liability caused by giving and receiving such information.

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| **Signed** |  |
| **Date** |  |