



IN CONFIDENCE

**PLEASE COMPLETE ALL SECTIONS
CV will not be accepted.**

The information that you supply in this application form will enable the interview panel to decide whether to invite you to an interview. Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration.

**Post Applied For: Estate Support Worker
Closing date for receipt of applications is **27th May 2022**
Applications received after this time will **NOT** be considered**

15 days

Personal Information

Title:	Surname:	First Name:
Address for Correspondence:		
Postcode:		
Private Telephone Number:	Mobile Number:	
E-mail Address:		
Your Daytime Telephone Number (on which a message may be left):		

Equality Act 2010

We are committed to being an Equal Opportunities Employer. If you have a disability as defined in the Equality Act 2010, are there any arrangements that would assist you in attending an interview? Please provide details below.

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. We do not accept references from family members.

Referees will not be approached prior to a conditional offer being accepted.

Name:	Name:
Job title:	Job title:
Company:	Company:
Address:	Address:
Postcode:	Postcode:
Email:	Email:
Tel No:	Tel No:

Asylum & Immigration Act 2006

The Immigration, Asylum and Nationality Act 2006 make 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)

Data Protection

Information from this application will be processed for purposes permitted under the UK General Data Protection Regulations. Individuals have, on written request, the right to access their personal data held on them.

Information about how your data is used, and the basis for processing your data is provided in Hjalmland Housing Association job applicant privacy notice which is available on our website a hardcopy is available on request.

Declaration

I have read this application form fully and I declare that the information I have given in support of my application 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:** _____

Employment with Hjaltland Housing Association

Hjaltland Housing Association wishes to compare your experience, skills and knowledge with its requirements. You should, therefore, try to show in the following part of the form how you satisfy these. This does not have to be from paid work but can be from other experience. The Selection Panel may consider candidates, who do not meet all the requirements, therefore please complete any relevant information on projects or jobs to date and show how this would link into this post.

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Please continue a separate sheet if necessary.

Training Courses

(Please give details of any relevant short courses or training undertaken)

Course(s) Undertaken	Provider(s)

Driving Licence [Delete if not appropriate]

Do you possess a full current driving licence?	YES/NO (please delete as appropriate)
Do you have access to a car for work purposes?	YES/NO (please delete as appropriate)
Are you insured for Business purposes?	YES/NO (please delete as appropriate)

Relationship to Staff Members

If you are related to or have a close connection to any employee of Hjalmland Housing Association or anyone who has been employed as a staff member or has been engaged as a supplier, consultant or contractor in the last 12 months, please provide details:

Relationship to Committee Members

If you are related to or have a close connection to a Committee Member of Hjalmland Housing Association or anyone who has been a Committee Member in the last 12 months, please provide details:

Advertisement Source

Where did you see this post advertised? _____

When completed this form can be returned by e-mail to: kim@hjalmland.org

Or by post to:

Mrs Kim Laidlaw
Hjalmland Housing Association
6 North Ness Business Park
Lerwick
ZE1 OLZ

*(Please mark the envelope “**Private & Confidential – Job Application**” and affix the required postage for weight/size of envelope if returning by post)*

(If returning the application forms 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/time for receipt of applications is

5pm on 27th May 2022