

Previous Employment

Please give details of the posts you have held, **with the most recent first**. Please include any gaps in employment, along with an explanation. *Continue on a separate sheet if necessary.*

Dates employed	Employer's name, address and nature of business	Job title and brief description of main duties and responsibilities	Reason for leaving

Education & Training *Continue on a separate sheet if necessary*

Qualifications gained on leaving school/college/university			
Educational establishment	Qualification(s) obtained	Grade/Level	Date obtained
Professional qualifications/memberships/registration numbers (where applicable)			
Professional Body	Status	Date joined	Registration No.
Other relevant training courses/certificates			
Course attended	Qualification/Certificate	Date obtained	

Do you have a current Driving Licence? Yes No

Supporting Statement/ Additional Information

Please say why you would like this job and why you believe that you are suitable for it.

You may also wish to include information about your hobbies & interests, any voluntary work you have undertaken, or anything else that might support your application. *Continue on a separate sheet if necessary.*

References

Please give details of 2 people who are willing to provide you with a reference. One referee should be your current , or most recent, employer. Referees should not be related to you.

References are normally requested prior to interview - please indicate below if you do not wish us to do this. Normally we write to referees, so please include postcode details.

1 Name.....
Position
Company Name & Address
.....
..... Postcode
Telephone
E-mail (if it is appropriate for us to e-mail this referee)

Can we contact this referee prior to interview? Yes No

2 Name.....
Position
Company Name & Address
.....
..... Postcode
Telephone
E-mail (if it is appropriate for us to e-mail this referee)

Can we contact this referee prior to interview? Yes No

Interview arrangements

Please let us know if we need to make any particular arrangements for you if you are invited to attend interview eg if you have any mobility problems, please let us know so that we can hold interviews in a more accessible room.

Are you, as far as you are aware, related to, or do you have any connection with:

- any current employee of Castlehill Housing Association, or anyone who has been employed by us in the last 12 months, or
- anyone who is currently a member of our Management Committee, or who has been a Committee member in the last 12 months?

Yes No

If yes, please give details

Candidate's Declaration

I understand that appointment to this post is conditional on the information supplied with my application being correct and that, if I have withheld any information, or if any information is found to be false, I will be liable to disciplinary action, which may lead to my dismissal.

I hereby consent to the processing of the above data in accordance with current Data Protection Legislation.

Signature: Date:

Please return your completed application form to:
Castlehill Housing Association
4 Carden Place
ABERDEEN
AB10 1UT

Please mark the envelope: **Confidential - Job application**

Please note that we do not acknowledge receipt of applications, but we will let you know in due course whether or not you have been selected for interview.

*Normally we retain unsuccessful applications for 6 months before shredding them.
Please indicate below whether or not you are happy for us to keep your details for 6 months if your application is unsuccessful:*

Yes, I am happy for my details to be kept for 6 months or

Please dispose of my details as soon as possible