



Rural Stirling Housing Association

GUIDANCE NOTES

Thank you for your interest in working with Rural Stirling Housing Association. Please read the following guidance notes which are designed to assist you in the completion of your application for the post.

The application form is extremely important in the selection process as it is used to shortlist candidates for interview. You are therefore strongly advised to ensure that you complete all sections of the form fully in a clear and legible way.

Please note – CVs will NOT be accepted as an application for the post

1. Filling in the Application Form

In Writing

If you are filling in the application in writing please complete it in black ink for photocopying purposes.

If you are completing the application by hand and need to use additional pages please ensure that your name and the title of the post you are applying for are noted at the top of each sheet.

Electronically

If you are completing the form electronically, please keep to the format and do not change any of the fields. If you have problems completing the form electronically, please contact Susan Mackay at the Association's office on 01786 841101.

If you are returning your application by email you will be required to sign your form if you are selected to attend for an interview.

2. Returning the completed form

Applications can be returned by:

POST to Rural Stirling Housing Association Ltd, Stirling Road, Doune, FK16 6AA

EMAIL at susan@rsha.org.uk

Applications must reach the Association no later than **12 noon on Friday 20th December 2019**. Applications received after this will not be considered.

If you are posting your application into the office please ensure that it posted in sufficient time to reach the office by the closing date and that you pay the correct postage. Please clearly mark the envelope **PRIVATE & CONFIDENTIAL** for the attention of **Susan Mackay, Corporate Services Officer**.

If returning the application form by email please note that there is no need to also post a hard copy. If short-listed you will be asked to sign your application form at interview.

3. References

One of your references must be your present or most recent employer and preferably be or have been your line manager and therefore able to comment on your level of knowledge and/or suitability for the post applied for.

If you have not been in paid employment or have been out of employment for some time you may wish to give the name of someone who knows you sufficiently well to confirm the information in your application and comment on your ability to do the job.

Your second referee should ideally be someone else from your current or last employer. A character reference will normally only be accepted where it is not reasonably practical to provide an employment reference.

References will only be requested for candidates that are selected for interview. These may be requested prior to interview unless you indicate otherwise on the application form.

4. Education and Qualifications

If you are selected for interview, you will be required to provide evidence of your original qualification certificates.

5. Training Courses

Please provide details of any training courses you have attended that you feel are relevant to the post you are applying for, especially those that demonstrate you meet the requirements list in the Job Profile.

6. Employment History

Please provide details of your employment history to date starting with your current or most recent post and accounting for any periods not spent in employment (e.g. full time education, career break). For any post held within the last 10 years please confirm final wage/salary.

7. Specific Questions

This section is very important and has a central role in determining who will be selected for interview as it where you will demonstrate that you have the skills, knowledge, experience and personal attributes to successfully fulfil the requirements of the post and be a positive addition to the Association and is competency based.

The selection panel will not make assumptions about the experience, skills and knowledge you gained in your previous posts. Additionally, paid work is not the only means of meeting the requirements and life experiences, voluntary work and an active involvement in sports or hobbies are just as valid. It is therefore important that you use this section to demonstrate how you meet requirements of the post as detailed in the Job Profile.

It is not sufficient to simply state that you covered a specific requirement in a post. You should give an example of how you met it and be prepared to expand further on this if you are selected for interview.

When completing this section it would be helpful to the selection panel if you could address each requirement as they are listed in the Job Profile.

8. Summary of Relevant Experience

This section should detail all your relevant experience and how this relates to the post you are applying for.

9. Interview Date

The interview date is Thursday, 16th January 2020.

10. Relationships with Board Members

If you are related to any member of the Management Board and/or staff of Rural Stirling Housing Association or know someone in the Association well it is important that you declare this in your application. Being related to a Board or Staff Member or knowing them well will not affect consideration of your application or your chances of being selected for interview in any way.

11. Asylum & Immigration Act 2006

It is an offence for Rural Stirling Housing Association to knowingly employ a person who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that you have these rights and any offer of employment

will not be made until this is established. Appropriate documentation may include the original of your current passport, birth or marriage certificate or P60/45.

12. Equal Opportunities

In order to help Rural Stirling Housing Association monitor the effectiveness of its Equal Opportunities Policy it would be appreciated if you would complete the Equal Opportunities Monitoring Form. The information you provide will be kept separate from your application and will have no bearing on consideration of your application.

However, if you have requirements for any facilities to be made available should you be selected for interview please ensure that these are noted on page 1 of the application form.

13. Travelling Costs

Reasonable travelling costs will be met for attendance, if requested by the candidate at interview on production of receipts.