



Recruitment Pack –

Property Officer

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1. Welcome

I would like to thank you for taking the time to assess this recruitment pack for the post of Property Services Officer. I hope the information in the pack and our website will inspire you to apply for the role and to develop your career in Easthall Park and the housing association sector.

Easthall Park has been on a journey of improvement where we have undertaken: a strategic review of the business with the Management Committee and staff team to develop a new Business Plan, where we re-set our vision, strategic objectives and values to drive us forward; a full review of the staff structure to ensure we have the resources to deliver our work programme and meet the expectations of our tenants and customers; and a review of our fully mutual status to further strengthen our governance arrangements to become a charitable housing association.

It is an exciting time to join Easthall Park to be part of our journey, where our focus will be on developing our people and further improving our service and performance, to ensure we excel and achieve our vision to make “Easthall Park - A Great Place to Live”.

We are seeking a person with experience and a successful track record in delivering a high performing maintenance service and will greatly contribute to the Maintenance Team to achieve successful outputs and outcomes for the business, our tenants and other stakeholders. The successful candidate should also be passionate about customer service, positive, energetic, dynamic and be committed to our organisational values.

If you relish the challenge and opportunities of this new role and feel you have the skills, knowledge, experience and personal attributes to make a major contribution as a member of the Maintenance Team to achieve continuous improvement, we would be delighted to hear from you.

Graeme McLachlan
Maintenance Manager

2. About Easthall Park Housing Association

Easthall Park Housing Association (Easthall Park) is a registered social landlord and was formed in 1992 to improve the housing conditions in the Easthall community in the peripheral area of Easterhouse in the north east of Glasgow.

Easthall Park evolved through major regeneration of new build housing and a stock transfer from Glasgow Housing Association. We now own 694 properties and provide a factoring service to 55 owner-occupiers in the Easthall and Kildermorie communities in Easterhouse.

Easthall Park is community based and focussed on improving the quality of lives and living conditions of our tenants and residents living in our communities. We feel we are successful in managing our communities and tenants' homes and delivering a high quality and responsive service. This view was tested through the Tenant Satisfaction Survey in 2023 and the highlights from the survey were as listed:

- | | | |
|---|---|-----|
| ✓ Overall satisfaction with service provided | - | 92% |
| ✓ Satisfaction on being kept informed about services and decisions. | - | 97% |
| ✓ Satisfaction with the management of the neighbourhood | - | 97% |

The findings of the survey highlighted tenants' view of our repairs and maintenance service, which align with our performance, these are as listed:

- | | | |
|---|---|-----|
| ➤ Satisfaction with the repairs service | - | 79% |
| ➤ Satisfaction with the quality of their home | - | 85% |

There are 22 staff members in our team following a full review of our staff structure to ensure we have the resources to excel and achieve our new vision for the service in Easthall Park. Our staff mainly work in housing management, maintenance, and finance & corporate services to deliver the local housing service to our tenants and other customers. We have an in-house Trade / Estate Teams to attend to environmental maintenance, re-active repairs and void works. We aspire to further develop the Trade Team to attend to other re-active work, as well as cyclical and planned major repairs.

Easthall Park is in a good financial position, with healthy cash reserves, surplus years throughout our 30 year financial plan; good quality housing with strong SHQS compliance and energy efficiency ratings; and low turnover and high demand in the housing stock. We have recently completed the stock condition survey, which will inform our Investment Strategy and financial wellbeing and the development of our new Asset Management Strategy.

Easthall Park prides itself in our achievements in housing regeneration; being local and community based, delivering high quality and responsive services, and being more than a landlord working in partnership with Easthall Residents Association (ERA).

Easterhouse is a very deprived area and our communities in Easthall and Kildermorie are well within the worst 10% most deprived areas in Scotland based on the Scottish Indices of Multiple Deprivation. We continue to support and work in partnership with ERA to pursue grant funding opportunities aimed at improving our tenants and other residents' quality of lives, particularly during the cost of living crisis.

Easthall Park works with other housing associations in the Easterhouse, where we are members of the Easterhouse Housing and Regeneration Alliance (EHRA). EHRA members meet on a strategic and operational level to work collaboratively to represent, protect and promote the interests of its communities and people in Easterhouse, as well as improve in our work and services and achieve best value for money.



3. Vision, Mission, Strategic Objectives and Our Values

The Management Committee and staff developed the Association’s strategic direction for 2023-26 through the following:

Vision

Easthall Park - “A Great Place to Live”

Mission

“Providing high quality and affordable housing and responsive services to our tenants and residents”.

Strategic Objectives

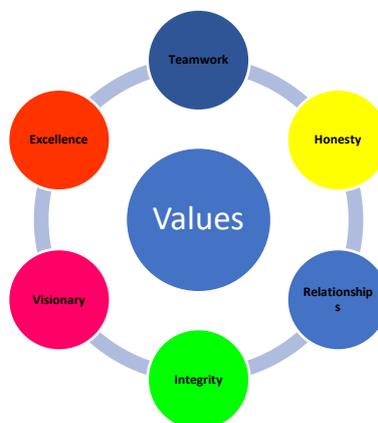
We have established 5 Strategic Objectives that reflect our Vision, Values, Mission and overarching aims:

- SO 1 - Delivering Excellent Housing Services
- SO 2 - Providing Quality Homes in an Attractive Environment
- SO 3 - Demonstrating Good Governance
- SO 4 - Achieving Strong Financial Management & Best Value for Money
- SO 5 - Being More than a Landlord to improve the lives of our tenants and residents.

Values

Through our Values our aim is to **T.H.R.I.V.E** as a business:

- ✓ Teamwork - We will support each other to achieve in our work.
- ✓ Honesty - We will be trustworthy, transparent, and conscientious.
- ✓ Relationships - We will have positive relationships with our tenants, colleagues and other stakeholders.
- ✓ Integrity - We will be respectful, responsible and caring.
- ✓ Visionary - We will be forward thinking.
- ✓ Excellence - We will deliver high quality and responsive services and be committed to continuous improvement.



4. Summary of Terms & Conditions

Easthall Park is a full member of Employers in Voluntary Housing (EVH) and we adopt their terms and conditions and salary structure in our management of Human Resources.

A summary of the key terms for the role of Property Services Officer are as listed:

- ✓ Place of Work - Glenburn Centre, 6 Glenburnie Place, Easterhouse, G34 9AN
Hybrid working currently being considered.
- ✓ Salary - EVH Grade 7 – Spinal Points PA22 – PA25
£40,635-£44,619
- ✓ Hours of Work - 35 hours per week, Monday to Friday
Flexible / hybrid working.
- ✓ Holiday Entitlement - 25 days per annum and 15 days public holidays
Flexible use of public holidays.
- ✓ Pension - A SHAPS Defined Contribution pension scheme is
Offered on the following terms (Employee
contributions 5% and Employer contributions 10%).
- ✓ Probationary - There is a 6 month probationary period.
- ✓ Other Benefits
 - Life Cover - There is death in service cover of 3 times the annual salary.
 - Professional Membership Fees
 - Canada Life We Care – Health & Wellbeing Service
 - Counselling Service
 - Commitment to Learning and Development

5. Job Description & Person Specification

JOB DESCRIPTION

JOB TITLE:	Property Services Officer
GRADE:	Employers in Voluntary Housing Grade 7 Spinal Points PA22-PA25
RESPONSIBLE TO:	Maintenance Manager
ACCOUNTABLE TO:	Management Committee through the Maintenance Manager
RESPONSIBLE FOR:	Trade Team – (Joiner and Plumber) Daily Operational Requirements
DATE:	May 2025

Main Objectives of Post

- The specific purpose of the post of the Property Services Officer is primarily to manage the performance of Association's external contractors and responsibilities as Landlord to provide regulatory compliance and a high quality, efficient and effective maintenance and repair service to all customers and stakeholders.
- **Main Objectives of Post**
- Provide an excellent repairs service that delivers quality and value for money to the customer.
- To manage the performance of Association's and external contractors to ensure a high-quality repairs service, along with the Trade Team.
- To provide support to the Maintenance Manager and assist in implementing and monitoring investment work.
- To manage medical adaptations to facilitate improvements to our tenants' homes
- To contribute to the management of Health and Safety within the Association.
- To Provide Excellent Customer Service and Participation
- Other duties in keeping with the role of the Property Services Officer
- **Principal Duties**
- **1. Provide an excellent repairs service that delivers quality and value for money to the customer.**

- Assist the Maintenance Manager in the development and review of Maintenance policies and procedures.
- Carry out pre-inspections as required, to assess the nature of the repair and record on job line that repair work verified by pre-inspection
- Monitor and control the external contractors' performance against stated targets and monitor quality of work. Bring any instances of poor performance to the Contractor's attention and prepare report for the Maintenance Manager with recommendations, should performance fail to improve.
- Maintenance of accurate records for the compilation of performance reporting and evidence to support the Annual Return on the Charter.
- Receive and retain copies of works orders, signed by the customer or member of staff to confirm completion date/time.
- Carry out post inspections in accordance with stated targets
- Report findings of pre and post inspections.
- Check, certify or query invoices as necessary and pass to the Repairs & Compliance Assistant who will then enter cost of work onto database
- Process completed works orders ensuring accurate time and material recording to contribute towards the Best Value Policy.
- Identify repairs recoverable via Insurance and ensure Insurance procedures followed.
- Ensure property database is established and maintained recording internal specifications, gas and electrical safety checks, and updated at least on a monthly basis, liaising with Maintenance Coordinator.
- Carry out an annual review of Contractors and prepare report, in conjunction with the Maintenance Manager, with recommendations for the Association's list of contractors for reactive, cyclical and planned maintenance work.
- Monitor and produce reports on Association's performance against agreed targets, and benchmarks.
- Assist the Maintenance Manager to identify and inform the Management Committee of new guidance and legislation affecting the Association's maintenance responsibilities
- Implement the Association's recoverable repairs procedures for reactive repairs and voids.
- Receive, consider, and advise customers on requests to undertake alterations or improvements and administer applications in accordance with the Association's policy and procedures. Ensure approved alterations are contained within database
- Review Void specification to establish a high-quality standard for the maintenance and repair of empty houses, which facilitates the letting process
- Customer focus in problem-solving with aim of always maximizing customer satisfaction
- Effective responding to and resolving complaints handling, compliance with social housing sector complaints targets
- Attend end of tenancy inspections with staff members of the Housing Management Team (pre terminations 30 days prior to Date of termination).
- Ensure all void properties are pre and post inspected and co-ordinate repairs to achieve target timescales with external contractors and/or Association's Trade Team.
- Direct the work of the Maintenance Co-ordinator / Assistant and support and assist with the administration duties of the section when required.
- Supervise the Association's in-house repair operatives in the in-house Trade Team to ensure an efficient, effective and high quality repairs service is delivered.

- Manage the programme for cyclical and planned maintenance and ensure that cycle intervals are adhered to and that planned work is scheduled within the required component accounting requirements.
- Carry out cyclic work in line with procedures and timescales.
- Examine and retain all certificates and reports relating to gas safety, and electrical inspections, and ensure work carried out timeously and certificates provided by Contractor within 7 days to ensure compliance with statutory requirements, liaising with Maintenance Coordinator.
- Carry out Stock Condition Surveys on the Associations stock in accordance with SHQS and EESSH2, SHNZS.
- Carry out Energy Performance Surveys on the Associations stock.

- **2. To manage the performance of Association's and external contractors to ensure a high-quality repairs service**
- Co-ordinate external contractors to maximise output in re-active, cyclical and planned major repair works.
- Provide leadership, support and assistance to the members in the Maintenance Team to deliver and resolve complex repair issues.
- Assist the Chargehand Estate Caretaker to manage the Estate Team including apprentices, School work experience placements and Trade Team and Caretakers.
- Convene regular tool box talks and training sessions in relation to the Estate Team work and health & safety matters.
- Co-ordinate in conjunction with the Maintenance Co-ordinator / Assistant the re-active repairs and improvement works;
- Ensure external contractors' performance is closely monitored and controlled against targets and quality. Take early action to attend to any poor workmanship or service-related issue to affect an immediate improvement in the repairs service.
- Report to the Maintenance Manager any continued non-compliance or poor performance, workmanship or service of any external contractor.
- Maintain and review annually external contractors' records and documentation in relation to financial position, public indemnity, insurances, etc.
- Convene regular meetings with contractors on either a quarterly or half yearly basis to discuss performance, service, financial (invoicing) and satisfaction outcomes associated with their contract with the Association.
- Attend to any concerns or complaints raised by external contractors in relation to their work and activities for the Association.
- Coordinate Trade Team van statue requirements (MOT/TAX, service etc)
- Coordinate Trade Team plant hire / repair
- Stock control of Trade Teams van stock and plant/ equipment.
- Provide Monthly Health and Safety Toolbox talks with Trade Team.
- Search for Training courses for Trade Team and Maintenance Team for Best Value for Money in all relevant statue and CPD.

- **3. To provide support to the Maintenance Manager and assist in implementing and monitoring investment work**
- Assist in the work of the Association's Maintenance Manager in the completion of the stock condition survey of the Association's housing stock on a 5-year rolling programme

to ensure the Association has an accurate and up to date database of the current condition of its properties and appropriate budgetary provision is made for component replacement

- Maintain stock condition data through the outcome of technical inspections and works and improvement works to keep the SDM Planned Maintenance Module up to date with the condition and/or improvement of our housing stock.
- Procurement of Contracts for Planned and Cyclical Maintenance works.
- Effective Contract Administration of Planned and Cyclical Works
- Co-ordinate and project manage the Planned Maintenance / Cyclical Programme, with lead on regular progress meetings.
- Ensure good communication with residents and all other customers in relation to repairs and planned work.
- Attend surveys, march-ins and post work inspections associated with planned maintenance and cyclical works
- Assist in the preparation of a planned maintenance programme for the Association's properties based on the outcomes of the five yearly stock condition survey and technical inspections to ensure the Association's housing stock is well maintained and meets the aspirations of our customers.
- Ensure the Association always achieves value for money from its Maintenance budgets in terms of its work through the Maintenance Team and External Contractors.
- Procure contractors and/or instruct works in accordance with the Association's Procurement Policy.
- Supervise contracts and post inspect work to inform invoicing arrangements.

- **4. To manage medical adaptations to facilitate improvements to our tenants' homes.**
- Process referrals for medical adaptations to our tenants' homes from the Occupational Therapist.
- Liaise with Housing Management staff in relation to the waiting list for medical adaptations.
- Procure a contractor to attend to medical adaptations in accordance with the Association's Procurement Policy.
- Co-ordinate medical adaptation works with the tenant and contractor ensuring the process and completed works are to the tenant's satisfaction.
- Post inspect all completed medical adaptations
- Process contractors' invoices for completed works to meet contract timescales and conditions i.e. retentions.
- Liase with the Maintenance Manager and Finance & Corporate Services Manager to ensure claims are processed timeously through Glasgow City Council for payment of grants for medical adaptations
- Progress Stage 3 adaptations for work in the Association's properties in accordance with the relevant policy and ensure that budget monitoring is carried out for this category. Grant applications are to be submitted on time.

- **5. To contribute to the management of Health and Safety within the Association**
- Ensuring tenant safety through compliance within the different elements such as gas safety, EICRs, fire safety, legionella, asbestos, damp and mould etc.

- Ensure compliance with Health & Safety and risk assessments associated with Maintenance Team.
- Ensure that all contractors used by the Association and the in-house Trade Team meet Health and Safety requirements
- Ensure Compliance from all contractors and Trade Team in relation to HASAWA 1974, CDM Regs 2015, Working at Height 2005, COSSH, CAR 2012, Scottish Water Byelaw 2014, ACOP L8, The Building (Scotland) Regulations 2004.
- Develop and review risk assessments and method statements for the in-house Trade Team, as well as materials in accordance with COSSH.
- Ensure external contractors provide risk assessments and method statements for their work and activities including COSSH assessments prior to the issue of work orders.
- Assist the Maintenance Manager to achieve full compliance with our legal obligations associated with the Management of Asbestos and Legionnaire.
- Assist the Maintenance Manager to achieve full compliance with fire safety regulations and guidelines for the Association's housing stock and premises.
- Assist the Maintenance Manager to deliver and maintain health & safety information and records e.g. Health and Safety Manual, audit reports and actions, plans, risk assessments, method statements, qualifications and certifications.
- Service meetings of the Health and Safety Working Group.

➤ **6. To Provide Excellent Customer Service and Participation**

- Provide a courteous and professional service to all customers, contractors and visitors.
- Provide assistance with Resident participation / consultation exercises
- Co-attend tenants / owners meetings as required
- Liaise with other agencies when required to deliver customer care
- Value customers' views / comments
- Ensure that complaints received are managed in accordance with the Association's Complaints Policy

➤ **7. Other duties**

- Other duties in keeping with the role of the Property Services Officer:
 - Contribute to reviews of Maintenance policies and procedures
 - Uphold the Association's values and aims.
 - Participate in promotional, marketing and community events relating to the Association's work.
 - Attend meetings at evenings or weekends, as required in relation to your role and the Association's work
 - Ensure a commitment to your own professional and personal development to meet the needs of the role and the Association
 - Understand and comply with the Association's equal opportunity policy and codes of practice.
 - Maintain driving licence accreditation and show evidence of this annually by submitting driving licence for inspection.
 - Carry out any other tasks commensurate with your role as directed by the Maintenance Manager, Housing Manager, Director or Management Committee
 - Ensure that the Management Committee are advised of any change in legislation or other guidance which could affect the manner in which the Association delivers its maintenance service.
 - Ensure the provision of good quality reports for information and decision-making in maintenance service and activities.
 - Report to the Management Committee on all aspects of the Maintenance Team's performance.

PERSON SPECIFICATION

Property Services Officer

Education & Qualifications	E	D
HND, HNC in Building/Quantity Surveying/Construction Management or relevant industry experience working within social housing sector.	✓	
Construction related degree or masters		✓
Membership of a construction related professional body		✓
Driving Licence	✓	
Clean Driving Licence		✓

Experience	E	D
Experience in the delivery of Maintenance related services relating to domestic properties.	✓	
Track Record in Performance Management and Quality Control of Contractors relating to Maintenance services.	✓	
Experience in procurement within social housing sector.		✓
Excellent IT and numeracy skills including proficiency in MS packages and bespoke operational databases. With Experience of SDM housing management software or similar housing and repairs software. Experience in raising jobs/complaints, completing invoicing and creating reports and analysing data.	✓	
Experience in supervision of Maintenance operatives (internal and external contractors)		✓
Experience of working in an environment where there is a strong commitment to the delivery of excellent customer services.	✓	
Flexible in approach to work and ability to plan and prioritise workloads to effectively manage conflicting priorities.	✓	
Track record of contract administration with Contractors for reactive repairs, planned and cyclical works.	✓	
Ability to demonstrate knowledge of Asset Management and how these impacts on stock condition and programmes of component replacement works.		✓
Ability to demonstrate knowledge of Health and Safety when delivering repairs services in occupied and void properties.	✓	
Experience in coordination of medical adaptations from receipt of referral through to survey, installation and inspections		✓
Ability to carry out Stock Condition Surveys on domestic dwellings in accordance with SHQS		✓
Ability to carry out Energy Performance Surveys to complete and EPC on domestic dwellings.		✓

Skills, Abilities & Personal Attributes	E	D
Excellent presentation and communication skills	✓	
Accomplished understanding of construction processes	✓	
Accomplished understanding of building defects and rectification and remedial works	✓	

Good interpersonal and team working skills	✓	
Good understanding of repairs and maintenance systems	✓	
Good letter and report writing skills.	✓	
Highly motivated to excel in role and meet deadlines.	✓	
Proficient with current I.C.T. systems	✓	
Ability to plan and prioritise work to meet personal targets and organisational goals	✓	
Customer focused	✓	
Flexible in approach to work	✓	
Ability to negotiate and influence others.		✓
Mediation and negotiating skills		✓

Knowledge	E	D
Excellent knowledge of current Building and Planning Regulations, CDM Regs 2015, Working at Height Regs 2005, CAR 2012, HASAWA 1974 and all relevant statute	✓	
Ability to demonstrate knowledge of legal requirements relating to areas of compliance within social rented properties (Tenant Safety Compliance), e.g. Gas, Fire Safety, Asbestos, Damp and Mould etc.	✓	
Ability to demonstrate knowledge of the regulatory requirements for maintenance services in social housing including SHQS, Net Zero and EESSH.	✓	
Scottish Housing Regulator's regulatory framework and Scottish Housing Charter requirements;		✓

Other Requirements	E	D
Uphold the Association's values and aims	✓	
Awareness of equality issues and commitment to meet the Association's Policy and codes of practice	✓	
Commitment to continuous improvement	✓	
Pleasant personality and a confident manner	✓	
Basic disclosure	✓	
Awareness of "wider role" initiatives		✓
Awareness of tenant participation issues		✓

8. How to Apply

To apply for this post, please completed the application form and equal opportunities monitoring pro-forma and email to our recruitment mailbox at recruitment@easthallpark.org.uk.

You should also complete and submit the following documents which are listed in appendices to this recruitment pack and are available on recruitment page of Easthall Park's website (www.easthallpark.org.uk/vacancies)

- Compliance with the Person Specification
- Recruitment Declaration Form.
- Equal Opportunities Monitoring Pro-forma.

You following documents are available on our website.

- GDPR Fair Processing Agreement – Job Applicants.

The recruitment pack and associated forms can be accessed on the Association's website – www.easthallpark.org.uk/about/vacancies

You can contact the Association's Maintenance Manager, Graeme McLachlan to discuss the role on 0141 781 2277.

The closing date for applications is Friday 6th June at 12.00p.m.

The Recruitment Panel will shortlist applicants and they will be invited to an interview to be scheduled in June 2024. The Recruitment Panel will consider the need for a second interview, if required.

Appendix 1 Compliance with the Person Specification

We have selected key areas of the person specification and we require you to provide details of your experience, knowledge and achievements in these key areas of the role. There is a maximum of 500 words for your response to each area of the person specification.

Criteria 1 :HND, HNC in Building/Quantity Surveying/Construction Management or relevant industry experience working within social housing sector.

Criteria 2 :Experience in the delivery of Maintenance related services relating to domestic properties.

Criteria 3 :Track Record in Performance Management and Quality Control of Contractors relating to Maintenance services.

Criteria 4 :Experience in procurement within social housing sector.
Criteria 5 :Excellent IT and numeracy skills including proficiency in MS packages and bespoke operational databases. With experience of SDM housing management software or similar housing and repairs software. Experience in raising jobs/complaints, completing invoicing and creating reports and analysing data.
Criteria 6 :Experience in supervision of Maintenance operatives (internal and external contractors)
Criteria 7: Experience of working in an environment where there is a strong commitment to the delivery of excellent customer services.
Criteria 8: Flexible in approach to work and ability to plan and prioritise workloads to effectively manage conflicting priorities.
Criteria 9: Track record of contract administration with Contractors for reactive repairs, planned and cyclical works.
Criteria 10: Ability to demonstrate knowledge of Asset Management and how these impacts on stock condition and programmes of component replacement works.
Criteria 11: Ability to demonstrate knowledge of Health and Safety when delivering repairs services in occupied and void properties.
Criteria 12: Experience in coordination of medical adaptations from receipt of referral through to survey, installation and inspections
Criteria 13: Ability to demonstrate knowledge of legal requirements relating to areas of compliance within social rented properties (Tenant Safety Compliance), e.g. Gas, Fire Safety, Asbestos, Damp and Mould etc.
Criteria 14: Experience of construction processes
Criteria 15: Experience of building defects and rectification and remedial works
Criteria 16: Excellent knowledge of current Building and Planning Regulations, CDM Regs 2015, Working at Height Regs 2005, CAR 2012, HASAWA 1974 and all relevant statute
Criteria 17: Ability to demonstrate knowledge of the regulatory requirements for maintenance services in social housing including SHQS, Net Zero and EESSH.

Appendix 2 Recruitment Declaration Form.



Recruitment Declaration Form

Position Applied For:	Property Services Officer
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Contact Details

Title	First Name	Surname
Address:		

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Mobile Number		Discretion	Yes / No
Home Number		Discretion	Yes / No
Work Number		Discretion	
E-mail Address			

Curent Role			
Job Title		Salary	£
Notice Period			

Rehabilitation of Offenders Act 1974	
<p>Easthall Park Housing Association is committed to recruitment of people from all areas of the community including offenders and ex-offenders.</p> <p>The Rehabilitation of offenders Act 1974 requires us to ask if you have any 'unspent convictions. This information you provide will be treated in the strictest confidence and only be taken into account where, in our opinion, the offence is relevant to the post for which you are applying. If you inadvertently disclose a 'spent' conviction it will be ignored.</p> <p>Under the Exception Order 1995 certain types of employment and professionals are exempt from the Rehabilitation of Offenders Act 1974 and in cases for example where the employment sought involves working with children or vulnerable adults, details of all criminal convictions- both spent and unspent must be disclosed.</p> <p>If you are unsure whether your conviction(s) should be disclosed please check http://www.nacro.org.uk/what-we-do/resettlement-advice-service/advice/disclosing-criminal-records/ rehabilitaton-ofoffenders-act1974</p> <p>Failure to declare a conviction may result in your exclusion from the recruitment process or termination of any employment if the offence is not declared, but later comes to light.</p>	
Do you have any unspent criminal convictions or spent convictions covered by the Exception Order 1995	Yes / No

Asyum & Immigration Act 1996

We have a legal responsibility to verify your immigration status / eligibility to work in the UK under the terms of the Asylum & Immigration Act 1996. Proof will need to be provided

I can confirm I am entitled to work in the UK.

Yes / No

Proof of Eligibility

e.g. passport, Driving Licence, Birth Certificate

References

Please provide full contact details of two referees you have worked for or with. One of the referees should be your current or most recent employer. References will not be taken until you have been offered the job.

	Referee 1 (Current / most recent employer)	Referee 2
Full name:		
Position:		
Organisation:		
Relationship to You		
Address:		

Postcode		
Work Number		
Mobile Number		
E-mail Address		

Declaration

Are you related or close friends with any members of the Management Committee or staff of Easthall Park Housing Association?

Yes / No

Are you related or close friends with any former members of the Management Committee or staff of Easthall Park Housing Association within the last year?

Yes / No

Are there any other potential conflict of interest you may be aware of related to this application for employment with Easthall Park Housing Association?

Yes / No

If you have answered Yes to the above questions in the Declaration section please provide details:

- I hereby confirm the information given in my CV, Supporting Statement and this recruitment declaration form is true and correct.
- I understand any offer of employment is conditional upon the accuracy of this information and any false or misleading information, as well as withholding relevant information, may lead to my application being disqualified, the withdrawal of a job offer; or if I have been appointed, to my dismissal.

Name – Print _____

Name – Signed _____:

Date: _____

Appendix 3 Equal Opportunities Monitoring Pro-forma



EQUAL OPPORTUNITIES MONITORING FORM

Completion of this form is voluntary and the contents will remain anonymous.

Easthall Park Housing Association is committed to equal opportunities in employment, regardless of: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation.

If you wish to assist us in achieving a diverse workforce, and advertising our vacancies appropriately, please complete the following questionnaire.

If you do not wish to complete the form, this will have no bearing on any selection decisions.

All information will be treated in the strictest confidence, processed anonymously and separately from any application form you submit. The information will not be provided to or shared with the shortlisting or interview panel. Our Data Protection Privacy Policy can be found on our website.

Position Applied For: _____

Gender:

- Male
- Female
- Prefer not to say
- Prefer to self describe, please provide details _____

Disability: Do you consider yourself to have a disability/special needs? Yes No

Ethnic Origin: Please choose **ONE** section from A to E, then tick the appropriate box to indicate your cultural background.

A White

- English
- Scottish
- Welsh
- Irish
- Polish
- Gypsy Traveller
- Other white

B Mixed

- Any mixed background

C Asian or Asian Scottish/British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian

D Black or Black Scottish/British

- Caribbean
- African
- Other black

E Other ethnic group

- Arab, Arab Scottish/British

Prefer not to say

Any other ethnic group (please state) _____

Religion: I would describe my religious background/belief as: _____

- None
- I prefer not to say

Sexual Orientation:

- Bi-sexual
- Gay/Lesbian
- Heterosexual/Straight
- Prefer not to say
- Prefer to self describe, please provide details _____

Age: Please indicate your age group.

- 16 - 24
- 25 - 34
- 35 - 44
- 45 - 54
- 55 - 64
- 65 & over

Where did you see this post advertised?

- Association's Website
- S1jobs.com
- EVH Website
- Word of mouth

Other If other please state: _____