



JOB CANDIDATE PACK ¹

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¹ If you are downloading a pack from our web site please make sure you refer to this list for guidance on what documents you require.

PARAGON HOUSING ASSOCIATION LIMITED

NOTES FOR CANDIDATES

Thank you for expressing an interest in a post with Paragon Housing Association.

Please read these notes carefully – these are to help you make the best of your application.

Application Form

- The Application Form attached explains how applications should be submitted. If you have any queries regarding your application please email enquiries@paragonha.org.uk or contact the Corporate Services Officer on 01324 664966.
- Applications will **NOT** be accepted after 4.00pm of the closing date stated in the advert.
- Please note that the Person Specification and Job Description enclosed list the minimum essential requirements for this post. When assessing your application the Selection Panel will consider the information you provide against these.
- Please use the Application form to detail information about your skills and experience.
- If you are related to any members of staff, consultants, contractors or suppliers to the Association – this should be clearly shown on the relevant part of the form. This will not necessarily be detrimental to your application.

Interview Stage – if you are successful in reaching the interview stage then please note the following

- If you are called for interview the Panel will wish to discuss the areas covered in the Person Specification and explore the requirements of the Job Description
- If you have any particular requirements for the interview stage then please let us know on the application form if possible or contact our office in advance of the interview
- If called for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application, including membership of professional bodies.

Other Requirements

The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the EU. 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.

Disclosure Scotland

For certain posts the Association may require certification of candidates from Disclosure Scotland. We aim to protect our service users and if you are called for interview for this category of post we will make you aware of our requirements at this time.

Disclosure Scotland provides an accurate and responsive disclosure service to enhance security, public safety and protect the vulnerable in society.

Disclosure Scotland is an Executive Agency of the Scottish Government operating on behalf of Scottish Ministers.