

Post	Assistant Tenancy Management Officer
Ref	ATMO-0522-



**JOB APPLICATION  
IN CONFIDENCE**

Thank you for your interest in this post. Please note the closing date below and that late applications will not be accepted. Details on how to submit your form are included on Page 11.

Paragon Housing Association Limited aims to be an equal opportunities organisation and seeks to prevent discrimination of any kind regardless of race, colour, gender, ethnic origin, disability, age or sexual orientation. The Association seeks to take positive steps to heighten awareness of Equal Opportunities and to adopt policies which positively promote Equal Opportunities.

We will use the information you provide in this form to decide whether we should invite you for an interview.

The information you provide in the application form will be processed in accordance with the data protection legislation, including the UK GDPR and the Data Protection Act 2018 and our data protection policies and procedures. For further information, please do not hesitate to contact our Corporate Services Supervisor (enquiries@paragonha.org.uk). The first 3 pages of the application will not be shown to the shortlisting panel.

Please complete the form as fully and accurately as possible.

**OFFICE USE ONLY**

Post applied for Title: Assistant Tenancy Management Officer
Control No: ATMO-0522-
Grade: 6
Closing Date: Thursday 26 <sup>th</sup> May 2022, 4.00pm
Interview Date: .....
Outcome: .....

**POST APPLIED FOR**

Assistant Tenancy Management Officer

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## PERSONAL INFORMATION

Full Name: .....

Address For Correspondence:

.....

.....

..... Postcode: .....

### Contact Details

**Please provide details only of those telephone numbers we can contact you on and/or leave messages.**

Daytime Telephone No: ..... Ext: .....

Home Tel. No: .....

Mobile Number: .....

Please provide an e mail address that we can contact you on in connection with this application

E mail address: .....

### Assistance for people with disabilities

We are committed to being an Equal Opportunities Employer and do not discriminate in any way

If you consider that you have a disability, are there any arrangements that we can make to assist/adapt for you if you are called for interview or if successfully employed ?

Please give details below

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## REFEREES

Please give the names, addresses and telephone numbers of two people who we may apply to for references. 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.

<b>Reference 1</b>	<b>Reference 2</b>
(present or most recent employer)	
Occupation: .....	Occupation: .....
Name: .....	Name: .....
Address: .....	Address: .....
.....	.....
.....	.....
Post Code .....	Post Code .....
Telephone No: .....	Telephone No: .....
E Mail Address: .....	E Mail Address: .....

## IMMIGRATION, ASYLUM & NATIONALITY ACT 2006

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.

**Do you currently have the right to work and live in the EU?**

**YES/NO**

*Please delete as appropriate*

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## 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 discovered subsequently that any statement is false or misleading or that I have withheld any relevant information my application may be disqualified or if I already been appointed I may be dismissed without notice*

Signed:

Date:

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## PRESENT OR MOST RECENT EMPLOYMENT

<b>Name &amp; Address of Employer</b>	
<i>If unemployed details of last employer</i>	
Date From	
Date To	
Position Held	
<b>Please give a brief description of your present job, include main duties and responsibilities.</b>	
Salary & Other Benefits/Payments	
Notice Required	
<b>Reason for Leaving or Seeking New Employment</b>	

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## EMPLOYMENT HISTORY

Please give details of your previous paid or unpaid work or any other relevant experience that you would like to mention, starting with the **most recent**. Please continue on a separate sheet if necessary

Name & Address of Previous Employer(s)	Dates To & From (Month & Year)	Position Held	Main Duties/Salary	Reason for Leaving

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## SECONDARY EDUCATION

Please list subjects passed			
Standard / "O" Grade or Equivalent	Grade	Higher Grade or Equivalent	Grade

## FURTHER EDUCATION

University or Further Education Establishment	Courses or Subjects Studied	Degrees, Diplomas, Certificates Obtained

## PROFESSIONAL QUALIFICATIONS

Name of Awarding Body	Qualifications Obtained, membership of Professional Institution etc

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## EMPLOYMENT WITH PARAGON HOUSING ASSOCIATION

Using the information provided in the Job Advert, Job Description, Person Specification and any other materials issued, please tell us how your experience, skills and knowledge satisfy the requirements for this job.

***This is a key part of the shortlisting process and you can use experience outside paid employment.***



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### OTHER EXPERIENCE

Please supply any other relevant information about your skills, experience or activities that you feel will support your application for this post. Continue on a separate sheet if necessary.

### DRIVING LICENCE

Do you have a full and current driving licence? YES/NO

*Please delete as appropriate*

### TRAINING COURSES

Please provide details of any relevant short courses or training undertaken

Course & Year	Provider

### COMPUTER SKILLS

Please provide details of any relevant computer skills

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## RELATIONSHIP TO STAFF MEMBERS

If you are related to any employee of Paragon 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 MANAGEMENT COMMITTEE MEMBERS

If you are related to a Committee member of Paragon Housing Association or anyone who has been a Committee member in the last 12 months, please provide details:

## REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a 'rehabilitation period'. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are 'spent' under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer.

If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made.

## CANVASSING

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal.

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## CONFIRMATION OF QUALIFICATIONS

If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

## SUBMITTING YOUR APPLICATION

Please ensure that when you return your application form that you state on it clearly the post that you are applying for and mark it confidential.

You may submit your application in the following ways

**By Post:**

FAO: The Deputy Director  
Paragon Housing Association Limited  
Invergrange House  
Station Road  
Grangemouth  
FK3 8DG

(Please make sure the correct postage is applied as the Association will not collect any incorrectly stamped forms)

**By E Mail:** [enquiries@paragonha.org.uk](mailto:enquiries@paragonha.org.uk)

Signed and Scanned PDF Forms Accepted.

The Association does not offer online forms but will issue an editable version by email if requested.