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| **Post Applied For** | **Concierge Manager** |
| **Closing Date and Time** | **12 Noon on Friday 8th March 2024** |
| Applications received after this date and time will not be considered. **CVs are not accepted.** | |

**Please complete all sections.**

The information that you give in this application form will help the recruitment panel to decide whether to invite you to an interview. Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration.

The information provided within your application form will be processed in accordance with the Data Protection Act 2018 (GDPR).

Please note pages containing personal details will not be shown to the shortlisting panel.

**Applicants must fully complete section 11 in order to be considered for this post.**

Completed applications should be sent, **by email to recruitment@wwhc.org.uk**

or **by post to Recruitment, West Whitlawburn Housing Co-operative Ltd, Belmont House, 57 Belmont Road, West Whitlawburn, Cambuslang, G72 8PG marked Private and Confidential.**

Information about how your data is used, and the basis for processing your data is provided in West Whitlawburn Housing Co-operative’s job applicant Fair Processing Notice included in the Application Pack. Please read that statement carefully before completing your application form. By submitting your application form to us, you accept the content of that statement.

## 1. Personal Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Initial: |  | | Last Name: |  | | |
| Correspondence Address: | | | | | | |
|  | | | | | Post Code: |  |
| Contact Tel No: | |  | | | | |
| Email Address: | |  | | | | |

## 2. General

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you have a full and current driving licence? | Yes |  |  | No |  |
| Is it clean? | Yes |  |  | No |  |
| If no, please give details: | | | | | |
| Do you have access to a vehicle during working hours? | Yes |  |  | No |  |
| Are you insured for business purposes? | Yes |  |  | No |  |

## 3. Equality Act 2010

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you consider that you have a disability? | Yes |  |  | No |  |
| Are there any arrangements that we can make for you if you are called for interview? | | | | | |

## 4. Asylum & Immigration 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 UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. 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.

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| --- | --- | --- | --- | --- | --- |
| Do you currently have the right to work and live in the UK? | Yes |  |  | No |  |

## 5. Relationships

If you are related to any employee of WWHC 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:

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

## 6. Rehabilitation of Offenders

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.

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

Signed: Click here to enter text. Date: Click here to enter a date.

If shortlisted, you will be asked to sign this form at the interview.

**When completed this form should be returned by e-mail to:** [**recruitment@wwhc.org.uk**](mailto:recruitment@wwhc.org.uk) **with the title of the post in the subject line.**

## 7. Education, Qualifications, and Professional Membership

Please list your relevant qualifications. You will need to provide the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

You must include the SCQF level to allow the recruitment panel to assess your qualifications. Please refer to the Scottish Qualifications Framework for more information <https://scqf.org.uk/about-the-framework/interactive-framework/>

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| --- | --- | --- | --- | --- |
| **SCQF Level** | **Qualification Type e.g O Grade, National 5, HNC, Ordinary Degree** | **Subject** | **Grade or Pass Level** | **Year Awarded** |
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## Professional Qualifications and Membership

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| **Professional Body** | **Level of Membership / Qualifications** | **Date Awarded / Renewed** |
|  |  |  |
|  |  |  |

**Training Courses**

(Please give details of any relevant short courses or training undertaken relevant to the post)

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| --- | --- |
| **Course(s) Undertaken** | **Provider(s)** |
|  |  |
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## Computer Skills

(Please detail your skills experience and training)

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## 8. Present Employment

(Or, if now unemployed, details of last employment)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employers Name:** | | **From:** | **To:** |
| **Job Title:** | |
| **Address:** Belmont House, 57 Belmont Road, Whitlawburn, G72 8PG | |
| **Current salary:** £ | |
| **Please give a brief description of your present job** | | | |
|  | | | |
| **Notice Period:** |  | | |
| **Reason for Leaving:** |  | | |

## 9. Previous Employment

Please give brief details of your previous paid or unpaid work or any other relevant experiences that you would like to mention, starting with the most recent.

| **From / To** | **Employer** | **Salary** | **Job Title / Duties** | **Reason for Leaving** |
| --- | --- | --- | --- | --- |
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(Continue on a separate sheet if necessary)

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| **Why are you interested in applying for this post?** |
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## 10. Additional Information

Please provide any relevant information not covered elsewhere on this form, which may include other activities e.g. voluntary work, major achievements, and projects to date and indicate how this will enable you to contribute further to this post.

## 11. Skills and Knowledge

**West Whitlawburn Housing Co-operative wishes to compare your experience, skills and knowledge with its requirements for this post.**

**The recruitment panel will use this section to compare your application to the person specification and assess your suitability.**

**You should therefore try to show in the following part of the form how you satisfy these. This does not have to be from paid work but can be from other experience.**

It is essential that you give full details in each of the following sections, providing evidence of how you meet the particular experience and qualities sought. It is not enough to state that you meet the requirements, **you must provide specific examples against the requirements of the person specification**

**Complete all sections. The selection panel will consider candidates who do not meet all the requirements.**

**E – Essential requirement**

| **Criteria** |  | **Evidence** |
| --- | --- | --- |
| Experience of leading and developing a successful high performing team | E |  |
| Working knowledge of all aspects of Concierge services including common area standards, CCTV monitoring and management. | E |  |
| Understanding of health and safety and risk management and control | E |  |
| Well-developed interpersonal skills including an empathetic and positive approach when dealing with sensitive and difficult situations | E |  |
| Ability to work out of office hours and to provide support to staff when required | E |  |
| Respect for others and commitment to equal opportunities | E |  |
| Strong commitment to the values of West Whitlawburn Housing Co-operative and the social housing sector, including principles of co-operation, equality and social justice | E |  |

## 12. References

Please give details of two referees. 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 only be approached after a conditional offer is accepted.

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| **Reference 1 (present or most recent employer)** | |
| Name: |  |
| Occupation: |  |
| Organisation: |  |
| Address: |  |
| Email address: |  |
| Telephone Number: |  |
| Relationship to you: |  |

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| --- | --- |
| **Reference 2** | |
| Name: |  |
| Occupation: |  |
| Organisation: |  |
| Address: |  |
| Email address: |  |
| Telephone Number: |  |
| Relationship to you: |  |