For Office use only:

A logo with blue and green lines

Description automatically generated

**IN CONFIDENCE**

PLEASE COMPLETE ALL SECTIONS

**CVs will not be accepted**

The information that you supply in this application form will enable the interview 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 1998. Please note that the first two pages will not be shown to the short-listing panel.**

Post Applied for: **Part Time Receptionist – Rothesay 20 hour Job Share**

**1pm-5pm Monday to Friday**

Closing date for receipt

of application is: **Noon Friday 24th January 2025**

**Applications received after this time will NOT be considered**.

***Personal Information***

|  |
| --- |
| Title: Surname: First Name:  Address for Correspondence:  Postcode:  Private Telephone Number: Mobile Number:  E-mail Address:  Your Daytime Telephone Number  (on which a message may be left): |
| What is your notice period, if applicable? |

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***Assistance for people with disabilities***

|  |
| --- |
| We are committed to being an Equal Opportunities Employer and do not discriminate.  If you consider yourself to have a disability, are there any arrangements that we can make to assist/adapt for you, if you are called to interview or if successfully employed? Please give details below. |

***Referees***

|  |  |
| --- | --- |
| 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. Fyne Homes does not accept references from family members.  **Referees will not be approached prior to a conditional offer being accepted.** | |
| Name:  Job title:  Company:  Address:  Postcode:  Email:  Tel No: | Name:  Job title:  Company:  Address:  Postcode:  Email:  Tel No: |

***Immigration Asylum and 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 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.

Do you currently have the right to work and live in the EU? **YES/NO** (please delete as appropriate)

***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 have already been appointed, I may be dismissed without notice.

**Signed: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Post Applied For: Part Time Receptionist 20 hour Job Share

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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 | Course(s) &  Subjects Studied | Degrees, Diplomas, Certificates Obtained | Date obtained |
|  |  |  |  |

***Professional Qualifications***

|  |  |  |
| --- | --- | --- |
| Name of Awarding Body | Qualifications Obtained, Membership of Professional Institution etc | Date obtained |
|  |  |  |

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***Training Courses***

***(Please give details of any relevant short courses or training undertaken)***

|  |  |
| --- | --- |
| Course(s) Undertaken | Provider(s) |
|  |  |

***Computer Skills (please detail your practical experience)***

|  |
| --- |
|  |

***Driving Licence***

Do you possess a full current driving licence? **YES/NO** (please delete as appropriate)

Do you have access to a car for work purposes? **YES/NO** (please delete as appropriate)

Are you insured for business purposes?  **YES/NO** (please delete as appropriate)

***Present or Most Recent Employment***

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name & Address of  Employer | Date From: |  | | Date To: |  |
|  | Position Held: | |  | | |
|  | Salary and other benefits/payments | |  | | |
|  | Notice Required:  If still employed | |  | | |
|  | Reason For Leaving: | |  | | |
| Nature of Post (please describe your main duties): | | | | | |

***Employment History (list in order with most recent post first)***

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|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of  Previous Employer(s) | From  Month/Year | To  Month/Year | Position Held, Main Duties and Reason for Leaving |
|  |  |  |  |

*Please continue on a separate sheet if necessary.*

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***Employment with Fyne Homes***

Fyne Homes wishes to compare your experience, skills and knowledge with its requirements. 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. The Selection Panel will consider candidates who do not meet all the requirements, therefore please complete all sections as appropriate.

|  |  |
| --- | --- |
| Summary of relevant admin experience |  |
| Summary of any other relevant experience |  |
| Demonstrate your ability to provide quality customer service. |  |
| Demonstrate your ability to communicate effectively |  |
| Demonstrate your ability to proactively manage your own workload |  |
| Demonstrate your ability to deal with challenging situations |  |

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***Additional Information***

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

***Relationship to Staff Members***

|  |
| --- |
| If you are related to any employee of Fyne Homes 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 Committee Members***

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

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***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.

***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.

***Advertisement Source***

Where did you see this post advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**When completed this form should be returned by e-mail to**:

**postmaster@fynehomes.co.uk**

**Or by post marked Private & Confidential to:**

Business Services Administrator

Fyne Homes Ltd

81 Victoria Street

Rothesay

Isle of Bute

PA20 0AP

*(Please affix the required postage for weight/size of envelope if returning by post)*

*(If returning the application form by e-mail please note that there is no need to also post a hard copy. If shortlisted you will be asked to sign your application form at interview.)*

**Please note the closing date for receipt of application is noon Friday 24th January 2025**