

APPLICATION FORM

Lothian Valuation Joint Board

17A South Gyle Crescent, Edinburgh, EH12 9FL

Telephone (0131) 344 2500

Application form for post of

PROPERTY ASSISTANT

Closing date

SUNDAY 29 AUGUST 2021 @ 11.59PM

1 Personal Details

Surname		Initials	
Address			
Postcode			
E-mail Address			
Home Telephone No			
Work Telephone No			
Mobile Telephone No			

2 Employment Record

PRESENT OR MOST RECENT EMPLOYER If still working for this employer, please tick box.

Job Title			
Notice Period			
Length of Service			
Annual Salary			
Name & Address of Employer			
Postcode			
Summary of your duties and responsibilities related to present or most recent post and reason for leaving, if appropriate: Responsibilities			

2 Employment Record (Cont'd)

PREVIOUS EMPLOYMENT (List in order with most recent employer FIRST)

For the purpose of calculating reckonable service for annual leave and other entitlements, please ensure all previous Local Authority employment is listed.

Name & Address of Employer	Job Title & Start and Finish Dates (month & Year)	Main Duties & Responsibilities (include final salary and reason for leaving)

3 Education & Training

SECONDARY EDUCATION

Certificates Gained	Subjects/Modules	Grade/Band	Date

FURTHER/HIGHER EDUCATION

Qualification(s) Gained or Working Towards	Name of College/University	Main Subjects Studied	Awarding Body/Institution	Date Achieved

3 Education & Training (Cont'd)

PROFESSIONAL QUALIFICATION(S)

Class/Grade of Membership	Institution	How Awarded	Date Awarded

OTHER TRAINING – relevant to this application

Name of Course/Subject	Provided By	Certificated (Yes/No)	Duration	Date

4 Information in Support of Your Application

Give any further details of your experience which you consider relevant to the post applied for.

(please continue on next page if required)/....

4 Information in Support of Your Application (cont'd)

Give any further details of your experience which you consider relevant to the post applied for.

5 References

Please give names, designations, addresses and telephone numbers of two persons who have agreed to provide a reference for you. Please also state your relationship with each referee. You should, if possible, know one referee in an employment capacity. One should be your present or last employer. If you are in, or have left within the last three years, full -time education, please provide one referee from that educational establishment.

Name of First Referee	
Designation/Post Title	
Company Name	
Address	
Postcode	
E-mail Address	
Telephone No	
Relationship with Referee	

Can the referee be contacted prior to interview?	Yes		No	
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Name of Second Referee	
Designation/Post Title	
Company Name	
Address	
Postcode	
E-mail Address	
Telephone No	
Relationship with Referee	

Can the referee be contacted prior to interview?	Yes		No	
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6 Relationship

If you are related to a Councillor or Senior Officer of this Joint Board or other Councils in Lothian, you are required to inform us at this stage. This will allow us to judge whether the Councillor or Senior Officer requires to take any steps to ensure non-involvement in your possible recruitment. If you are in any doubt whether you are required to answer this question, telephone the person to whom this application form is to be returned. Your enquiry will be dealt with in strict confidence.

Councillor/Senior Officer	
Relationship	

7 Declaration

I verify that, to the best of my knowledge, the information supplied by me on this application form, and on any additional sheets submitted, is true and correct. I realise that if I am employed and it is found that such information is false or that I have withheld information I may be liable to disciplinary action under the Disciplinary Procedure of Lothian Valuation Joint Board.

Please note only sign with initial(s) and surname

Signed	
Date	

SUPPLEMENTARY QUESTIONS FOR APPLICANTS WITH SPECIAL REQUIREMENTS

POST APPLIED FOR	PROPERTY ASSISTANT
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SURNAME		INITIALS	
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Lothian Valuation Joint Board welcomes applications from people who have or have had a disability. We will interview all applicants who have or have had a disability and meet the minimum essential criteria for the job.

The Equality Act 2010 makes it unlawful for an employer to discriminate against a disabled person in the field of employment.

The Act defines a disabled person as *Someone with a physical or mental impairment which has a Substantial and Long-term Adverse Effect on that person's ability to carry out Normal Day-to-Day Activities.*

If you have a disability or an impairment which is covered by The Equality Act 2010 and you would require Lothian Valuation Joint Board to make reasonable **Adjustment**, please answer the following questions.

Otherwise you do not need to tell us of any disability or impairment you may have.

This information will not count against you, but will help us consider ways in which we can reasonably accommodate your needs.

If you would like the Joint Board to consider making reasonable *Adjustments* in respect of the job you are applying for, can you suggest what they may be, in order that you might carry out the essential tasks of the job.

What arrangements do you require at the interview stage – wheelchair access, sign language, interpreter, etc?

Date	
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EQUAL EMPLOYMENT OPPORTUNITIES POLICY MONITORING QUESTIONNAIRE

Lothian Valuation Joint Board is an equal opportunities employer and will prevent discrimination particularly on the grounds of sex, marital status, disability, race, colour, religious belief, political belief, sexuality, nationality, ethnic origin, age, trade union activity, responsibility for dependants or employment status.

In order for the Joint Board to monitor its recruitment and selection process you are requested to complete this form and return it with the main Application Form. This form is not made available to those involved in short listing or conducting the recruitment interview, and is used solely for monitoring and statistical purposes.

SECTION 1 – SEX

Male Female

SECTION 2 – AGE

Date of Birth

SECTION 3 – MARITAL STATUS

Married Unmarried Other *

** eg individuals who are widowed but have not remarried, individuals who are separated, individuals who are living with a partner, etc*

SECTION 4 – DISABILITY

It is recognised that disabled people are not only those whose disability is immediately apparent (eg blind people or those in wheelchairs) but also those whose disability is not immediately obvious (eg heart trouble, mental illness or diabetes). Do you consider yourself as having a disability?

Yes No

SECTION 5 – ETHNIC ORIGIN

Individuals should determine which of the undernoted categories they most clearly associate themselves, having regard to their ethnic or cultural background.

<input type="checkbox"/> Scottish	<input type="checkbox"/> Other British	<input type="checkbox"/> Irish
<input type="checkbox"/> Other White	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Chinese	<input type="checkbox"/> Any Other Asian Background
<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Any Other Black Background
<input type="checkbox"/> Any Other Background		

POST APPLIED FOR PROPERTY ASSISTANT

NAME (PLEASE PRINT)

SIGNATURE

DATE

IT WOULD BE HELPFUL IF YOU COULD LET US KNOW HOW YOU FOUND OUT ABOUT THIS VACANCY:-

S1jobs.com myjobscotland.gov.uk OR Other - please state.....