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 **Volunteer Tenant Advisors
Scottish Housing Regulator**

 **Application form**

The following document is to be used for the purposes of recruitment for Scottish Housing Regulator (SHR) Tenant Advisors, in partnership with the Tenants Information Service (TIS).

The details you provide will only be used by the **SHR** and **TIS** and will not be shared with anyone else unless consent is given.

You can withdraw consent at any time by contacting TIS at:

**T:** 0141 248 1242 **E:** info@tis.org.uk

Your details will only be stored during your time as a Tenant Advisor. If you need support to complete this form, please get in touch using the contact details above.

**About you**

Please complete.

|  |  |
| --- | --- |
| Title |  |
| Forename |  |
| Surname |  |
| Address |  |
| Town |  |
| Postcode |  |
| Phone |  |
| Email |  |

|  |
| --- |
| What are your pronouns? |
| She/Her [ ]  |
| He/Him [ ]  |
| They/Them [ ]  |
| I prefer not to say [ ]  |
| Let me type… |

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| Are you a tenant of a Registered Social Landlord (RSL) or local authority? |
| **Yes** [ ]  | **No** [ ]  |
| Please name the RSL or local authority: |

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| Do you require support to make your participation more accessible? |
| **Yes** [ ]  | **No** [ ]  |
| If yes, can we adjust something to make participation at meetings more accessible for you? For example, level access, hearing loop, BSL interpretation, etc. |

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| When is the best time for you to get involved? |
| Weekdays: 9am – 5pm |[ ]
| Evenings: 5pm onwards |[ ]
| Weekends |[ ]

It is expected that Tenant Advisor commitment may require attending some face-to-face meetings. However, taking into consideration current Covid-19 guidance it is expected that some meetings **may take place over virtual engagement platforms** (i.e., Zoom or Microsoft Teams).

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| Digital Accessibility |
| Do you have access to a computer/tablet at home (including webcam)? | **Yes** [ ]  | **No** [ ]  |
| Do you have access to the internet? | **Yes** [ ]  | **No** [ ]  |

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| Are you a currently a member of another voluntary organisation/committee |
| **Yes** [ ]  | **No** [ ]  |
| Please name the voluntary organisation/committee: |

 **In order to avoid any potential conflicts of interest or any unintentional bias**; applications from current (and former) employees of: Registered Social Landlords, Local Authority housing departments, or Scottish Government social housing related posts **will not be considered for the role of Tenant Advisor**.

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| Are you an employee (or former employee) of any: Registered Social Landlord, Local Authority housing department, or Scottish Government (social housing related post)? |
| **Yes** [ ]  | **No** [ ]  |

**Personal experience**

To help us identify any training or additional support needs that may be required please tell us what experience and qualities you have.

|  |  |  |
| --- | --- | --- |
| Essential Skills | **Yes** | **No** |
| You have basic IT skills that include navigating emails, websites, and documents. |[ ] [ ]
| You can interpret information from reports and documents. |[ ] [ ]
| Behave appropriately and professionally and are an excellent team player. |[ ] [ ]
| The ability to listen to and express views in a constructive way. |[ ] [ ]
| Communicate well in both a written and verbal capacity. |[ ] [ ]

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| Are you willing to undertake relevant training? |
| **Yes** [ ]  | **No** [ ]  |

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| Please let us know what **help, support, and training you would need** to allow you to confidently participate. |
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| Use the space below to tell us **why you have applied to become a volunteer Tenant Advisor** and the qualities that you could bring. Please provide a description of your skills, knowledge and experience. **Continue on a separate sheet if necessary.** |
| This could include examples of personal tenant participation and engagement experiences, scrutiny activities, gathering feedback, or helping to improve a service. |

**Declaration**

Please read the following statements carefully and then **tick the box to confirm that you have read and understood them**. Please then sign and date the application at the end.

[ ]  I have read and understood the details included within this application form.

[ ]  I agree that Scottish Housing Regulator Tenant Advisors are not entitled to receive payment (other than properly incurred expenses).

[ ]  If appointed, I’m willing to commit to taking part in associated activities and attend any necessary training.

[ ]  If appointed, I am prepared to act in good faith and in the best interests of the Scottish Housing Regulator and fellow Tenant Advisors.

[ ]  If appointed, I understand that I must sign and agree to abide by the SHR Code of Conduct, which will be covered in detail at the induction day.

[ ]  I declare that I am satisfied for the Tenants Information Service (TIS) to share any information within this form with the Scottish Housing Regulator for the purpose of recruiting Tenant Advisors. I understand that if I don’t agree then my application will not be considered/progressed.

[ ]  I declare that all of the information provided within this application form is correct, and that if appointed I will be liable to action which could include my removal from participating in Tenant Advisor activities should I knowingly give false information.

[ ]  I understand that in order to avoid any potential conflicts of interest or unintentional bias, all applications from employees (and former) employees of Registered Social Landlords, Local Authority housing departments, or Scottish Government social housing related posts will not be considered for the role of Tenant Advisor.

[ ]  If appointed, I agree to declare any potential conflicts of interest if/when they arise.

[ ]  **I hereby declare that I have read and understood all these statements**

|  |  |
| --- | --- |
| Please sign |  |
| Date |  |

**Thank you for taking the time to complete this application form.**

Please return this to TIS at **info@tis.org.uk** or by post to **TIS, Clockwise Offices,
77 Renfrew Street, G2 3BZ** by 10:00am, on Monday 14th February 2022.

Your application will be considered by the Scottish Housing Regulator and TIS, and we will be in touch soon.