Application to be a Tenant Representative candidate

Applications need to be submitted by 5pm on the 1st February 2021

# Personal Information

Full Name:

Address:

Town:

Post Code:

Phone:

Email:

# Have you reviewed the information?

* Have you read the role description? Yes No
* Have you read the code of conduct? Yes No
* Can you confirm that you are aged 18 or older? Yes No

If you answered no on either of these questions, please read these documents before completing the application.

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# Tell us more about yourself

Your answers may form part of the candidate description, that will be shared with tenants and leaseholders.

* What do you think are the top priorities for tenants and leaseholders? What do they expect from their housing service?

* Is there a specific area or issue as a tenant/leaseholder that you feel strongly about and would want to have addressed?

# Disqualifying Criteria

1. Are in rent or service charge arrears? Yes No
2. Have there been behavioural issues as set out in [**Schedule 3 of the Housing Act (1985)**](http://www.legislation.gov.uk/ukpga/1985/68/schedule/3) and within [**Schedule 14 of the Localism Act (2011)**](http://www.legislation.gov.uk/ukpga/2011/20/schedule/14/enacted)? Yes No
3. Do you have a complaint outstanding with SCDC? Yes No
4. Do you currently have a criminal record or charges pending? Yes No
5. Related to any member of the Housing Service team? Yes No

# Computer Skills

This role requires using email, sending, and receiving documents and participating in online meetings. Can you please tell us about your computer skills?

* Do you own a computer? Yes ☐ No ☐
* Do you have broadband? Yes ☐ No ☐

How IT confident are you with the following:

* MS Word ☐ Don’t use it ☐ Fair ☐ Good ☐ Very good
* MS Excel ☐ Don’t use it ☐ Fair ☐ Good ☐ Very good
* MS Teams ☐ Don’t use it ☐ Fair ☐ Good ☐ Very good
* Zoom ☐ Don’t use it ☐ Fair ☐ Good ☐ Very good
* Facebook ☐ Don’t use it ☐ Fair ☐ Good ☐ Very good

# Next Steps

This application is to become a tenant representative candidate. We will contact you to confirm your application, discuss the election process and answer any questions. All candidates will be asked to attend a workshop the week of 8th February 2021. The workshop is to provide more information about the role and how the Housing Engagement Board meetings will be conducted.

After the workshop, we will ask you to confirm that you would like to stand in the election.

You will need provide a photo and make a candidate statement. These will be added to the election information and ballot which will be sent out to every tenant and leaseholder household in your housing area.

Each household will then cast their vote on who they would like to be their representative for their housing area. There will be two candidates for each housing area, and it will be decided by a majority vote.

# Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in my application may result in disqualifying me as a candidate.

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| --- | --- |
| Signature: | Date: |