**APPLICATION FOR EMPLOYMENT**

The information that you supply in this application form will enable the interview panel to decide whether to invite you to an interview. Whilst not all sections may 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.

Any information about yourself that you provide during your application for employment will be processed in accordance with the Data Protection Act 2018 and will only be used by WHA for the purposes of your application. Further information detailing how we will use your personal information can be found in the [**WHA privacy notice**](https://williamsburghha.co.uk/docman/s/Privacynotice/).

Please note that the first two pages **will not** be shown to the shortlisting panel.

CV’s will not be accepted

**Post Applied for: Factoring admin assistant**

**Closing date for receipt of applications: 8am, Monday 20th October 2025**

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

**When completed please return by email to: vacancies@williamsburghha.co.uk**

Alternatively, by post to: Williamsburgh Housing Association

 Ralston House

 Cyril Street

 Paisley PA1 1RW

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

(If returning the application form by email, please note that there is no need to also post a hard copy).

**Applications must be clearly written in black ink or typed.**

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **INITIAL:** |  | **LAST NAME:** |  |
| **ADDRESS:**  |  |
|  | **POST CODE:** |  |
| **MOBILE NO:** |  |
| **HOME TEL.NO:** |  |
| **EMAIL ADDRESS:** |  |

**DRIVING LICENCE**

Do you have a full and current driving licence?  

Is it clean? 

If no, please give further information



Do you have access to a vehicle during working hours?  

Are you insured for business purposed?  

**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 EU. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the EU. 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 UK?  

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

We are committed to being an Equal Opportunities Employer and do not discriminate in any way.

Do you consider that you have a disability?  

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.

****

**PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & Address of****Employer** | **Date From** |  | **Date To** |  |
|  | **Position Held** |  |
| **Salary and other benefits/payments** |  |
| **Notice Required** |  |
| **Reason For Leaving** |  |
|   |

**EMPLOYMENT HISTORY**

Please give details of your previous work. This can be paid work, voluntary work or work from home. Start with the most recent, please continue on the final page if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & Address of previous****Employer(s)** | **Date From** |  | **Date To** |  |
|  | **Position Held** |  |
| **Reason For Leaving** |  |
| **Main duties** |
|  |
| **Name & Address of previous****Employer(s)** | **Date From** |  | **Date To** |  |
|  | **Position Held** |  |
| **Reason For Leaving** |  |
| **Main duties** |
|  |

**EDUCATION AND QUALIFICATIONS (Including Trade Qualifications)**

Please list any relevant qualifications obtained:

*(If selected for the role you will be required to provide the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies)*

|  |  |  |
| --- | --- | --- |
| **SUBJECT** | **CLASS / GRADE RESULT** | **LEVEL OF QUALIFICATION** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please also list any qualifications that you are currently working towards:

**PROFESSIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **SUBJECT** | **LEVEL OF** **QUALIFICATION** | **START DATE OF COURSE** | **END DATE OF COURSE** |
|  |  |  |  |

Will you continue to study the above listed courses if you are successful in gaining employment with WHA? 

Will your study impact your working hours? 

**PROFESSIONAL MEMBERSHIP**

Please list any professional bodies which you are currently a member of and the level of membership:

|  |  |
| --- | --- |
| **PROFESSIONAL BODY** | **MEMBERSHIP LEVEL** |
|  |  |

**REFERENCES (One from current employer)**

|  |  |  |
| --- | --- | --- |
|  | **Reference 1** | **Reference 2** |
| **Name** |  |  |
| **Job Title** |  |  |
| **Company Name** |  |  |
| **Company Address** |  |  |
| **E-mail Address** |  |  |

**RELATIONSHIP TO STAFF MEMBERS**

If you are related to any employee of Williamsburgh Housing Association 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**

The Association is able to employ close relatives of past Committee members, only if certain conditions are satisfied. If you are related to a Committee member of Williamsburgh Housing Association or anyone who has been a Committee member in the last 12 months, please provide details:



**ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION**

*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.*

**REHABILITIATION 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.

**ADVERTISEMENT SOURCE**

|  |  |
| --- | --- |
| **Where did you see this post advertised?** |  |

**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 subsequently 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** |  | **Date** |  |

**Person Specification**

# Williamsburgh Housing Association 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 may consider candidates who do not meet all the requirements, therefore please complete all sections as appropriate.

| ESSENTIAL REQUIREMENTS - EXPLAIN HOW YOU MEET THIS CRITERIA*Please describe a situation when you’ve had to put these skills to the test. Your answers should be no longer than 250 words.* |
| --- |
| Excellent ICT Skills including a good working knowledge of Microsoft Office and other IT systems is essential. |   |
| The post holder must have excellent workload, organisational and priority management skills.  |  |
| Excellent customer service skills and be a first-class communicator (written and verbal) as well as an effective listener which is key when interacting with colleagues, customers, contractors and other stakeholders and agencies.  |  |
| Please describe how you believe you demonstrate our Values: * Resilient
* Progressive
* Excellent
* Collaborative
* Trust

(Note – you do not need to provide an example for each of these) |  |

| DESIRABLE REQUIREMENTS - EXPLAIN HOW YOU MEET THIS CRITERIA*Please describe a situation when you’ve had to put these skills to the test. Your answers should be no longer than 250 words.* |
| --- |
| Experience of delivering a property factoring service, including debt recovery. |  |
| Experience of working within a Registered Social Landlord |  |
| Able to demonstrate an understanding of the legislative responsibilities placed upon the Association.  |  |