Logo, company name

Description automatically generated 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.

The information provided within your application form will be processed in accordance with the Data Protection Act 2018. Please note that the first two pages **will not** be shown to the shortlisting panel.

|  |  |
| --- | --- |
| **Post applied for:** | TEMPORARY DATA PROTECTION AND INFORMATION OFFICER - CORPORATE ADMIN  (6 MONTHS) |
| **Closing date for receipt of applications:** | FRIDAY 28TH JANUARY 2022 |

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

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

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Address where we can write to you** |  |
| **Postcode** |  |
| **E-mail Address** |  |
| **Daytime Telephone No.** |  |
| **Home Telephone No.** |  |

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

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

**REFERENCES (One from current employer)**

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

**ASYLUM & IMMIGRATION ACT 1996**

*The Asylum and Immigration Act 1996 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, or birth/ marriage certificate and National Insurance Number [found on NI Card/ P45/P60 etc].*

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Do you currently have the right to work and live in the UK? |  |  |

**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 |  |

**QUALIFICATIONS**

**SECONDARY EDUCATION (please list subjects passed)**

|  |  |  |  |
| --- | --- | --- | --- |
| Nationals / Intermediates  or equivalent | Grade | Higher Grade or equivalent | Grade |
|  |  |  |  |

**FURTHER EDUCATION**

|  |  |  |
| --- | --- | --- |
| University or further education establishment | Course(s) & Subject studied | Degrees, Diplomas , Certificates obtained |
|  |  |  |

**PROFESSIONAL QUALIFICATIONS**

|  |  |
| --- | --- |
| Name of awarding body | Qualifications obtained, Membership of Professional Institution etc |
|  |  |

**TRAINING COURSES**

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

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

**INFORMATION TECHNOLOGY SKILLS (please detail your experience)**

|  |
| --- |
|  |

**DRIVING LICENCE**

(Please Mark as appropriate)

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Do you possess a full current driving licence? |  |  |
| Do you have access to a car for work purposes? |  |  |
| Are you insured for business purposes? |  |  |

**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 | |  | | |
| Nature of Post (please describe your main duties): | | | | | |

**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.

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

The 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 in accordance with the **person specification**, which is attached and numbered. This does not have to be from paid work, but can be from other experience. Please complete all sections, as appropriate.

**REQUIREMENTS:**

|  |  |
| --- | --- |
| Knowledge:   * UK GDPR legislation, policy and practice. * Freedom of Information Legislation, policy and practice. * Equalities knowledge including Protected Characteristics, legislation, policy and practice. * Microsoft Applications. |  |
| Experience:   * Developing and delivering strategies. * Policy and procedural development. * Data extraction and collection. * Report preparation. |  |
| Skills and Abilities:   * Excellent presentation and communication skills. * Good interpersonal/team working skills. * Ability to meet deadlines. * Highly motivated to excel in role. * Highly proficient in I.T. * Customer focused. * Ability to plan and prioritise work to meet personal targets and organisational goals. * Ability to accept the responsibilities of the post. * Flexible in approach to work. |  |
| OTHER REQUIREMENTS:   * Commitment to continuous improvement. |  |

**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.*

**RELATIONSHIP TO STAFF MEMBERS**

If you are related to any employee of 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:

**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.

**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 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. If shortlisted, you will be asked to sign your application form at interview).

**28TH JANUARY 2022**

**Please note the closing date for applications is:**