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| APPLICATION FOR EMPLOYMENT |

## Post of factoring administration assistant

**Post Ref: HRIL/17**

Thank you for your interest in the above position.

Please find enclosed Application Pack for this post, consisting of the following items:

* Application Form
* Job Description
* Person Specification
* Summary of Terms & Conditions of Employment

**Should you decide to apply for this post, please complete the application form fully, giving as much information as possible**.

You should read the person specification and job description carefully and, when completing your supporting statement, detail your suitability for the post in line with both the job description and person specification.

Give examples from your current or previous posts to demonstrate how you meet the criteria. You should also include any relevant skills you may have gained through voluntary work and only submit a CV in addition to a fully completed Application Form.

The closing date for applications is **12 Noon on 7 December 2023.**

Applications received after this time and date will not be considered.

**Interviews dates to be confirmed.**

Please return your completed application form and Equal Opportunities Monitoring Form to recruitment@albynhousing.org.uk.

Alternatively, you may also post your completed application form to 98-100 High Street, Invergordon, IV18 0DL. The envelope should be marked “Private & Confidential” and for the attention of Human Resources. In you are posting your application form to us please ensure that you put the right postage on your return envelope. A first-class stamp is insufficient for an A4 envelope.

**Private and Confidential**

**Application for Employment**

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| **Post Ref No**  | **HRIL/17** |
| **Post Title** | **Factoring Administration Assistant** |
| **Department** | **HRIL** |

**Personal Details**

|  |  |
| --- | --- |
| **Full Name**  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mr | Mrs | Ms | Miss | Other (Please Specify) |

|  |  |
| --- | --- |
| **Address** |  |
|  |
|  |
|  | **Postcode** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **🕿 Home**  |  | **🕿 Mobile / Daytime** |  |
| **Email Address** |  |

**Relationship to Board or Staff Members**

***Note: Canvassing members or senior officers of Albyn or Highland Residential directly or indirectly will immediately disqualify your application.***

|  |  |
| --- | --- |
| Are you a tenant or sharing owner of Albyn Housing Society? | Yes / No |
| Are you related to any member(s) of the Board or staff of Albyn Housing Society Ltd. or Highland Residential (Inverness) Limited? | Yes / No |
| Do you know anyone who works for Albyn Housing Society? | Yes / No |
| If so, please state name and relationship: |

**Education, Qualifications, Training and Development**

Please list below academic and professional qualifications obtained.

Evidence of qualifications will be required before confirmation of appointment.

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| --- | --- | --- |
| **Name of school, college or university** | **All qualifications & subjects** | **Dates Attended** |
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Please list any relevant courses you have attended with current or previous employers

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title** | **Name of Provider** | **Date Attended** | **Duration** |
|  |  |  |  |

Please list current membership of professional or other bodies which are relevant to this post.

|  |  |
| --- | --- |
| **Body** | **Membership Grade** |
|  |  |

**Employment Record**

**Current or Most Recent Employment**

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| --- | --- |
| **Job Title** |  |
| **Date Appointed** |  | **Current Salary** |  |
| **Employer** |  | **🕿** |  |
| **Address** |  |
| **Main Duties** |  |
| **Reason for leaving / seeking new employment** |  |
| **Notice Period** |  |

**Previous Employment**

Please list the details of your previous employment, with the most recent first.

Please identify any gaps in your employment history.

Continue a separate sheet if necessary.

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| --- | --- | --- | --- | --- |
| **Employment****Dates** | **Position****Held** | **Employer****Name** | **Location** | **Reason for the Change / Leaving** |
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**Supporting Statement**

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| Your supporting statement is the most important part of your application as it demonstrates and evidences that you meet the requirements in the person specification for the role.List below your reasons for applying for this job and the skills and abilities, experience, knowledge, qualifications and qualities, which you consider make you a suitable applicant. **You should refer to the essential and desirable criteria in the person specification and give clear examples from your current or previous posts to demonstrate how you meet those criteria**.  |
| *Skills & Abilities**Experience**Knowledge**Qualifications**Why I consider myself to be suited to this opportunity.*Please continue on a separate sheet if needed. |

**Driving Licence**

|  |  |
| --- | --- |
| **Do you have a full, current driving licence?** | Yes / No |

**References**

Please give the names and addresses of 2 referees (who are not relatives or friends) who know you well and can provide reliable information about your experience, skills and competencies with regards to this post.

At least one of the referees should be your **current** or **most recent** employer.

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Company** |  |
| **Address** |  |
|  |
| **Postcode** |  | **🕿** |  |
| **Relationship** |  |
| **Please tick box if you do not wish this referee to be approached without notifying you beforehand** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Company** |  |
| **Address** |  |
|  |
| **Postcode** |  | **🕿** |  |
| **Relationship** |  |
| **Please tick box if you do not wish this referee to be approached without notifying you beforehand** |  |

**Miscellaneous**

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| **If you have any financial, business or other personal interests which might reasonably be regarded as conflicting with the requirements of this post, please state No or give details:** |
| Where did you see this post advertised? |  |
| Are you eligible for employment in the United Kingdom?*In accordance with the Asylum and Immigration Act 1996, you will need to demonstrate your eligibility for employment in the UK. If your application is successful, you will need to confirm you eligibility by providing original documentation. A copy of the documentation will be retained on your personal file and the original will be returned to you.*  | Yes / No |

**Personal Data**

**Personal Data**

We treat personal data collected during the recruitment process in accordance with our [data protection policy](https://www.albynhousing.org.uk/wp-content/uploads/2022/03/Data-Protection-Review-Policy-Jan-2020.pdf) and our [policy on processing special category personal data and criminal records](https://www.albynhousing.org.uk/wp-content/uploads/2022/03/Special-Category-and-Criminal-Offences-Data-Processing-Policy-V1-December-2021.pdf). Information about how your data is used and the basis for processing your data is provided in our job applicant privacy notice (<https://www.albynhousing.org.uk/careers/>)

**Please note that if you are successful at interview: your employment application will be subject to verification and this will involve references being followed up, qualifications being verified, a Disclosure Scotland pre-employment check, a financial check (only applicable to some roles) and an Occupational Health check.**

**Certification**

I confirm that the information provided is correct and understand that any false information or deliberate omissions will disqualify me from employment or may result in my dismissal.

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| **Signed** |  |
| **Date** |  |