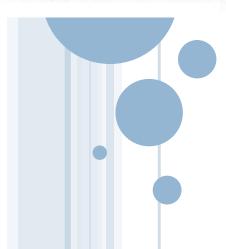


Chichester College | West Sussex



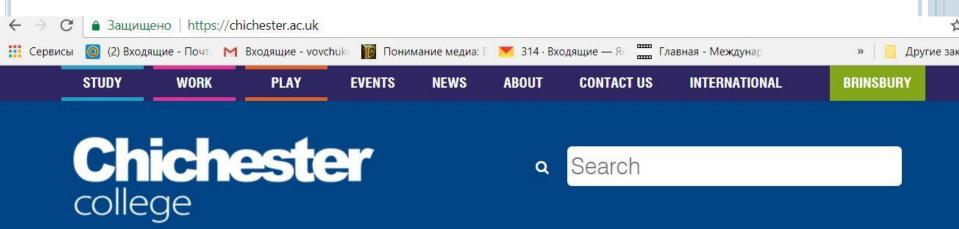
How I got a job

Stud. Helen Vovchuk

Surf the Internet for the suitable job



SEARCH THE SITE



THE JOURNEY STARTS HERE

REGISTER AND LOG ON

CURRENT VACANCIES

Chichester College is the largest provider of further education in West Sussex. We educate and train over 10,000 full and part time students every year and are a key provider of education and employment to those in our local communities. As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the role.

Please note that we will employ no one of compulsory school age. To apply for a job at Chichester College you must fully complete the online application form via Vacancy Filler.

APPLY FOR LIBRARIAN ASSISTANT POSITION

Library Assistant [Ref:HR4901]

Location: Chichester

Job Type: Permanent -

Full Time

Closing Date: Fri Apr 13

2018

Benefits:

Competitive

APPLY NOW



Chichester College

Candidate Reference Number: MAR20182815-00031

First Name: Helen
Middle Name(s): Nikolaevna
Last Name: Vovchuk

Position Details

Advert Reference MAR20182815

Job Title Library Assistant [Ref:HR4901]

Job Type Permanent, Full Time,

Salary £17,300.00 Per Annum - £17,822.00 Per Annum

Location Chichester

Education and Professional Development

 Start Date
 01-09-1983

 End Date
 03-07-1988

Institution Name Moscow State Pedagogical

Institution Type

Subjects and Grades

Date passed

Qualification Type

University

Maths(A)
English (B)

25-06-1988

Teaching

Membership of Professional Bodies

Name of Professional Body Russia Writer Union

Membership Number Present Grade of membership Was entry gained through qualification ? Yes
Date of Entry -

Membership of Professional Bodies 2

Name of Professional Body Russia Journalist Union

Membership Number Present Grade of membership Was entry gained through qualification ? Yes

Date of Entry

Present or Most Recent Employment

If you have never been employed please tick this box No

Present/Recent Employer

Employer Name GBOU State school #1579

Position Maths teacher
Date of Commencement 01-09-2010
Current Employer Yes

End Date --2018

Notice Required (if applicable) GBOU school #1579

Reason for leaving (if applicable)

Hours of Work 20 hours per week Salary 800, 000 rub

Other Financial Benefits

Maths teacher, head school press center.

Responsibilities Teaching Maths classes, organizing extracurricular activities, writing, editing

newspaper and magazine articles

To enhance my teachers' and editor's skills:

refresher courses every two years

What training have you undertaken in this role and how

have you applied it?

taking part in conferences monthly Sharing my experience on-line

Publishing school newspaper monthly

Publishing my own poems.

Writing articles to educational magazines.

Employment History

If you have no further employment history beyond your current or most recent employment, please tick this box

Employment History

Start Date 01-01-2004 **End Date** 01-01-2007

Employer Name Russia Writer Union Position Press secratory Full / Part Time Full Time

Reason for leaving

Organizing events, meetings, concerts.

Preparing press releases, materials for newspapers.

To enhance my teachers' and editor's skills:

What training have you undertaken in this role and how

have you applied it?

Experience

refresher courses every two years

taking part in conferences monthly Sharing my experience on-line

Publishing school newspaper monthly

Publishing my own poems.

Writing articles to educational magazines.

Relevant Experience, Knowledge, Skills and Competencies and Attributes

Working in a newspaper "Word" as an editor

Working in a Further Education environment in contact with students, teachers

Working as a Press Secretary of Russia Writer Union

Managing the school Press centre

Working knowledge of Microsoft Office applications, including Word and Outlook

Use of o-line sources for finding information

working as a Press Secretary or Russia writer Union

Managing the school Press centre

Working knowledge of Microsoft Office applications, including Word and Outlook

Use of o- line sources for finding information Single Equality Scheme and Safeguarding

Equal opportunities and health & Department of the Equal

Get aquainted with computerised library circulation system

Ability to communicate to a diverse range of people at all levels, verbally and in

writing

Time management skills, organisational skills and the ability to meet tight deadlines

Skills and Competencies Ability to work alone and as part of a team with interpersonal skills

Ability to build and maintain relationships with customers

Ability to relate to students of different ages and abilities to support their learning

Ability to manage challenging behaviour

Attributes Flexible and proactive approach

Hard- working

I'm sure it will give me new experience and broad my horizons.

Why do you want to work at Chichester College? According to one proverb: "There's a will, there's a way". And Chichester College is

the place where I want to be!

Personal Details

Knowledge

Title Mrs
First Name Helen
Middle Name(s) Nikolaevna
Last Name Vovchuk
Previous last name(s) Saprikina

Known as

Address line 1 Moskvorechie 35-2

 Town / City
 Moscow

 County
 Moscow

 Postcode
 115409

Country R

Email Address rumbaaa@mail.ru

Home Telephone Mobile Telephone -

Please let us know your preferred contact number Mobile

Home Telephone -

Mobile Telephone

Please let us know your preferred contact number Mobile

National Insurance Number

DFE Number (if applicable)

References

Title Mrs
First Name Marina
Last Name Kudinova

Company Name GBOU school # 1579
Position Headmaster
Relationship to you employer

 Business Email Address
 1579@edu.mos.ru

 Phone
 74993247851

Contactable No.

Reference 2

Title Mrs
First Name Marina
Last Name Kudinova

Company Name GBOU schoo l# 1579
Position Headmaster
Relationship to you employer
Business Email Address 1579@edu.mos.ru
Phone 74993247851

Contactable No

Equal Opportunities & Recruitment Monitoring

 Date of Birth
 20-07-1966

 Prefer not to say
 No

 Marital Status
 Married

 Gender
 Female

 Sexual Orientation
 Heterosexual

 Religion or Belief
 Christian

 Please give details of your religion or belief

Nationality Russian

Please give details of your ethnic origin

Do you consider yourself to have a disability according to the terms of the Equality Act 2010 Disability Legislation?

Please specify nature of disability

Do you have any requirements, which will help you with an interview?

Please provide further details

Additional Questions

Are you able to work lawfully in the UK?

Have you resided abroad for a continuous period of 6 months or more within the last 5 years?

If yes, do you have a Certificate of Good Conduct, or equivalent?

Yes

Disclosing Convictions

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Acts 1974 (Exceptions) order 1975 (as amended in 2013) by S1 2013 1198 http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf

Are you on a Barred List, disqualified from working with children or adults at risk, or subject to a sanction imposed by a regulatory body?

Relationships

Are you related to or a personal friend of any Governor or no employee of Chichester College?

Relationships

Are you related to or a personal friend of any Governor or no employee of Chichester College?

Declaration

I hereby give permission for personal information contained in this application to be stored and processed for the purpose of arriving at a selection decision and for sensitive data to be monitored for the purpose of the equal opportunities monitoring. If appointed, the information will be used to form the basis of your personnel record. I understand that appointment to the post will be subject to satisfactory medical clearance and Yes the receipt of satisfactory references. I declare that the information given above and in any supporting documents is true and that nothing has been omitted that would affect this application. I understand that any false or misleading information given in this application may render my contract of employment, if I am appointed, liable to termination.

Completed Date:

01/04/2018 14:05:44

Write and send a cover letter

Helen Voychuk

PROLETARSKY PROSPEKT, 7-3

Moscow, Russia 115522

+79104953443

Saprikinaen @mail.ru

Hiring Manager Chichester college group

Dear Hiring Manager,

Thank you for the opportunity to apply for the Library Assistant role at your company. After reviewing your job description, it is clear that you are looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working professional who has been consistently praised as proactive by my coworkers and management. Over the course of my 20-year career, I have developed a skill set directly relevant to the Library Assistant role you are hiring for, including training and development, education administration, and conflict resolution. Overall, I have consistently demonstrated communication, organizational, and writing abilities in every aspect of my Mathateacher role at GBOU School 1579, and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at +7 910-495-34-43 or via email at saprikinaen@mail.ru to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely.

Helen Mowchuk

WAIT FOR THE ANSWER.

Dear Helen

Thank you for your application form for Library Assistant [Ref:HR4901]

Please can you confirm the following

Are you able to work lawfully in the UK?

Thank you for your co-operation

Regards

Michael Dolphin

HR Administrative Assistant

Chichester College Westgate Fields Chichester West Sussex PO19 1SB

t: 01243 537687 ext. 2520