



Chichester College | West Sussex

How I GOT A JOB

Stud. Helen Vovchuk

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Chichester
college



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

FILL IN APPLICATION (RESUME) ONLINE



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 University
Subjects and Grades Maths(A)
English (B)
Date passed 25-06-1988
Qualification Type Teaching



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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
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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	-



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Responsibilities

Maths teacher, head school press center.
Teaching Maths classes, organizing extracurricular activities, writing, editing newspaper and magazine articles

What training have you undertaken in this role and how have you applied it?

To enhance my teachers' and editor's skills:
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.

Employment History

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

No

Employment History

Start Date

01-01-2004

End Date

01-01-2007

Employer Name

Russia Writer Union

Position

Press secretary

Full / Part Time

Full Time

Reason for leaving

-

What training have you undertaken in this role and how have you applied it?

Organizing events, meetings, concerts.
Preparing press releases, materials for newspapers.
To enhance my teachers' and editor's skills:
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

Experience

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 on-line sources for finding information



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Knowledge

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
Single Equality Scheme and Safeguarding
Equal opportunities and health & safety legislation
Get acquainted with computerised library circulation system

Skills and Competencies

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
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

Why do you want to work at Chichester College?

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

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	RU
Email Address	rumbaaa@mail.ru
Home Telephone	-
Mobile Telephone	-
Please let us know your preferred contact number	Mobile



FILL IN APPLICATION (RESUME) ONLINE

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 school # 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



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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? No
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 ? No
Have you resided abroad for a continuous period of 6 months or more within the last 5 years? Yes
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/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf No
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? No

Relationships

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



FILL IN APPLICATION (RESUME) ONLINE

Relationships

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

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 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. ☐ Yes

Completed Date:

01/04/2018 14:05:44



WRITE AND SEND A COVER LETTER

Helen Vovchuk
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 co-workers 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 ~~Maths~~ teacher 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 Vovchuk



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

