



Chichester College | West Sussex

# How I GOT A JOB

Stud. Helen Vovchuk

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# 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.*

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# 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

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**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

|   |                     |
|---|---------------------|
| <b>Name of Professional Body</b>                | Russia Writer Union |
| <b>Membership Number</b>                        | -                   |
| <b>Present Grade of membership</b>              | -                   |
| <b>Was entry gained through qualification ?</b> | Yes                 |
| <b>Date of Entry</b>                            | -                   |

## Membership of Professional Bodies 2

|   |                         |
|---|-------------------------|
| <b>Name of Professional Body</b>                | Russia Journalist Union |
| <b>Membership Number</b>                        | -                       |
| <b>Present Grade of membership</b>              | -                       |
| <b>Was entry gained through qualification ?</b> | Yes                     |
| <b>Date of Entry</b>                            | -                       |

## Present or Most Recent Employment

If you have never been employed please tick this box      No

## Present/Recent Employer

|   |                         |
|---|-------------------------|
| <b>Employer Name</b>                      | GBOU State school #1579 |
| <b>Position</b>                           | Maths teacher           |
| <b>Date of Commencement</b>               | 01-09-2010              |
| <b>Current Employer</b>                   | Yes                     |
| <b>End Date</b>                           | --2018                  |
| <b>Notice Required (if applicable)</b>    | GBOU school #1579       |
| <b>Reason for leaving (if applicable)</b> | -                       |
| <b>Hours of Work</b>                      | 20 hours per week       |
| <b>Salary</b>                             | 800, 000 rub            |
| <b>Other Financial Benefits</b>           | -                       |



# FILL IN APPLICATION (RESUME) ONLINE

**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** -  
Organizing events, meetings, concerts.  
Preparing press releases, materials for newspapers.

**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.

## 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 o- line sources for finding information





# FILL IN APPLICATION (RESUME) ONLINE

|   |  |
|---|--|
| <b>Knowledge</b>                                      | working as a press secretary of Russia writer union<br>Managing the school Press centre<br>Working knowledge of Microsoft Office applications, including Word and Outlook<br>Use of o- line sources for finding information<br>Single Equality Scheme and Safeguarding<br>Equal opportunities and health & safety legislation<br>Get acquainted with computerised library circulation system   |
| <b>Skills and Competencies</b>                        | Ability to communicate to a diverse range of people at all levels, verbally and in writing<br>Time management skills, organisational skills and the ability to meet tight deadlines<br>Ability to work alone and as part of a team with interpersonal skills<br>Ability to build and maintain relationships with customers<br>Ability to relate to students of different ages and abilities to support their learning<br>Ability to manage challenging behaviour |
| <b>Attributes</b>                                     | Flexible and proactive approach<br>Hard- working   |
| <b>Why do you want to work at Chichester College?</b> | I'm sure it will give me new experience and broad my horizons.<br>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

|                              |                   |
|------------------------------|-------------------|
| <b>Title</b>                 | Mrs               |
| <b>First Name</b>            | Helen             |
| <b>Middle Name(s)</b>        | Nikolaevna        |
| <b>Last Name</b>             | Vovchuk           |
| <b>Previous last name(s)</b> | Saprikina         |
| <b>Known as</b>              | -                 |
| <b>Address line 1</b>        | Moskvorechie 35-2 |
| <b>Town / City</b>           | Moscow            |
| <b>County</b>                | Moscow            |
| <b>Postcode</b>              | 115409            |

|   |                 |
|---|-----------------|
| <b>Country</b>  | RU              |
| <b>Email Address</b>                                    | rumbaaa@mail.ru |
| <b>Home Telephone</b>                                   | -               |
| <b>Mobile Telephone</b>                                 | -               |
| <b>Please let us know your preferred contact number</b> | 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/uksi/2013/1198/pdfs/uksi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_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 ~~Xovchuk~~  
PROLETARSKY PROSPEKT, 7-3  
Moscow, Russia 115522  
+79104953443  
Saprikinaen@mail.ru

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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](mailto: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 ~~Xovchuk~~



# 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

