

The Cromwell Veterinary Group Ltd



Telephonist/Receptionist Vacancy

The Cromwell Veterinary Group Ltd requires a flexible and enthusiastic person to join the Telephonist/Receptionist team based at our Huntingdon Surgery.

Excellent communication skills and previous experience in client care will be expected. Good computer skills are necessary however, full training will be given on our own veterinary software program. Attention to detail and accuracy in cash handling will also be an essential requirement.

All applicants must have the ability to change or cover shifts at short notice and he/she must be able to travel between all our Surgeries therefore, a clean driving license and the use of their own car will be required.

Training will be given at our Sawtry Surgery for a minimum of two weeks with the possibility of continued training/mentoring at any Surgery for a further one/two months. The hours of work will be:

Monday to Friday:	8.00am – 1.30pm or 1.30pm – 7.00pm
Saturdays:	8.00am - 1.30pm (on a need basis -no more than 1 in 3)
Friday afternoon + eve:	1.30pm – 9.00pm (on a need basis -no more than 1 in 3)
Every 6 th Sunday:	9.00am – 4.00pm (on a need basis)

Pay: from £8.76 per hour

If you wish to apply for the above position you will be asked to complete a Cromwell Vets Job Application Form in full. These are available from Reception or on-line. We also ask you to attach a covering letter giving the reasons why you are interested in the above positions and how you see yourself fitting amongst the Reception team.

If you wish to ask for more details please contact the Receptionist Manager on 01480 52601/52222 or alternatively email chrissy@cromwellvets.co.uk

Closing date:

The Cromwell Veterinary Group Ltd

36 St John's Street, Huntingdon PE29 3DG

01480 52601/52222

www.cromwellvets.co.uk enquiries@cromwellvets.co.uk



APPLICATION FOR EMPLOYMENT

Position Applied For:

Personal Details:

Title (Mr/Mrs/Miss/Ms/Other): Forename(s):

Surname:

Address:

Post Code:

Tel No: Mobile:

Email:

National Insurance No:

General Information:

Do you hold a clean driving licence? Yes No If No, please list endorsements

Have you at any time been convicted of a criminal offence? Yes No

(A criminal offence may not affect your possible employment unless directly related to the misuse of drugs)

If yes, please give brief details:

Are you legally eligible for employment in the UK? Yes No

If yes: please state what relevant documentation you can provide to demonstrate this e.g.

British Passport, P45:

If No: please explain:

If you are not a UK or EU national, please state your work permit number:

Have you applied to or been employed by this Practice before? Yes No

If Yes, please give job title, dates & reasons for leaving:

If the post requires it, are you able to:

Work overtime? Yes No

Travel? Yes No

Education:

Please list all educational qualifications obtained, GSCE's, GNVQ's, A levels, degrees etc*

School/College	From/To	Qualifications	Subjects / Grades

*Please continue on a separate sheet if necessary

Skills & Work Related Qualifications:

Please give details of all skills, awards, specialist training; diplomas etc that you consider may be relevant to your application. Please specify awarding body, grades and dates*

* The Practice will require seeing the original certificates for all qualifications

Health:

Is there anything we need to know about your general state of health in order to offer you a fair selection interview or which you think might affect your ability to carry out the duties of the position? Such information is also required so that any reasonable adjustments may be considered.

Please state how many days off work you had due to sickness during the last 12 months

Previous Employment:

Please give details of your previous employment history, starting with the most recent:

1. Employer (and location):

Nature of Business: Job Title:

Hours of Work:

Please state brief details of work involved:

Date joined Company: Date left

Reason for leaving:

2. Employer (and location):

Nature of Business: Job Title:

Hours of Work:

Please state brief details of work involved:

Date joined Company: Date left

Reason for leaving:

3. Employer (and location):

Nature of Business: Job Title:

Hours of Work:

Please state brief details of work involved:

Date joined Company: Date left

Reason for leaving:

Please continue on a separate sheet if necessary

Main Interests and Hobbies:

References:

Please give details of two people who are willing to give you a reference (one of which should be your last employer). Include their name, address and telephone number

1.
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2.
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Have you any objection to the referees being contacted prior to interview? Yes / No

References will be obtained and their authenticity checked if you are offered employment.

Please attach a covering lettering giving the reasons why you feel you should be considered for the advertised position and how you see yourself fitting amongst the Reception team.

Declaration

I declare that to the best of my knowledge and belief the details and information I have given are complete and true.

I understand that any false declaration or misleading information or any significant omission may disqualify me from employment and/or render me liable to dismissal.

I understand that any offer of employment is subject to satisfactory references and a probationary period and (if CVG believes is appropriate) a satisfactory medical report.

Signed:

Date: ____ / ____ / ____

Please read the following notes prior to signing this form:

Note: CVG reserves the right, at any time, to check on any experience and skills claimed by you on this application form, or at interview. By signing this form you will be giving your agreement for CVG to undertake such checks and confirm that you will co-operate with any such investigations.

The information on this form will be treated as confidential and used for recruitment purposes only. If the application is successful CVG may process the information for personnel administration & business purposes. This process will take place in accordance with the terms of the Data Protection Act. By signing this form you will be providing CVG with your consent to these uses.

CVG is committed to providing equality of opportunity in employment and seeks to recruit employees on the basis of their suitability and solely on merit.