

April 2015

Thank you for your interest in this vacancy, we look forward to receiving your completed application form and equal opportunities form.

Please complete and return the application form to us **by Monday 4th of May 2015.** We will accept your application at reception, via post or by email to [mo@lyppardhub.co.uk](mailto:mo@lyppardhub.co.uk). CV’s are not acceptable.

Short-listing will take place from Tuesday 5th May 2015. If you have not heard from us by Friday 8th May 2015, please assume you have not been short-listed for interview on this occasion.

Mo Bayliss

Centre Manager

Lyppard Hub

Ankerage Green

Worcester

WR4 0DZ

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Vacancy

**Evening Centre Assistant**

**(to January 2016)**

**£6.94 per hour**

We are recruiting for a new member of staff to join our team working in the centre on a **Thursday evening from 5pm to approx 10.15pm.**  The successful candidate **must** also be flexible to cover other evenings during the week to cover occasional holidays or sick leave.

You will be over 18 years of age, friendly and welcoming and enjoy working with the public in a customer service environment. Previous experience of customer service, cash handling and IT skills would be desirable. You will be required to carry out basic office duties, reception duties, assisting user groups, moving furniture and will be responsible for locking the building up safely when all groups have left.

If you are interested in this position please ask for an application pack at reception or you can download the pack at: [www.lyppardhub.co.uk](http://www.lyppardhub.co.uk)/vacancies

**Closing date for this vacancy is**

**Monday 4th May 2015**

**Job Description**

**Post: Centre Assistant**

**Reporting to: Deputy Manager**

General reception duties:

* Answering/assisting members of the public in reception
* Answering the telephone
* Taking party bookings/general bookings
* Fax/photocopying etc
* Taking payments
* End of shift cashing up
* Simple administrative tasks
* Keeping reception area tidy
* Ensuring information leaflets are available

Duties in the centre:

* Assisting user groups with any queries or issues
* Setting/clearing away rooms for user groups
* Moving furniture
* Setting up/putting away inflatable equipment if required
* Ensuring notice boards are up-to-date
* Assisting to create displays/posters in the centre
* Cleaning if required kitchen/centre
* Opening/closing the building
* Locking the building/setting the alarm

Working in the Community Centre can entail many other duties depending on what is happening. This gives a simple overview of what this post involves.

**Lyppard Grange Community Centre Ltd T/as Lyppard Hub**

**Job application form**

**Unique identification number:**

**(For office use only)**

**Post applying for: Centre Assistant**

**Personal information**

Full Name:

Address:

Contact phone number:

Contact email address:

Preferred working arrangement: Full time Part time Job Share

If job share, please detail preferred arrangements:

**Qualifications**

Please give details of any educational or professional qualifications that you hold.

|  |  |  |  |
| --- | --- | --- | --- |
| Establishment | Qualification | Grade achieved | Date awarded |
|  |  |  |  |

Please use an additional sheet if necessary.

**Current Employment**

|  |  |
| --- | --- |
| Job Title: |  |
| Name of Employer: |  |
| Address of Employer: |  |
| Date started: |  |
| Please give an outline of the duties and responsibilities of your current job: |  |
| Notice period required: |  |

**Previous Employment**

Please give details of your employment history, starting with the most recent. Please also explain any significant gaps in your employment history.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position held | Name of Employer | Duties and responsibilities | Start date and finish date | Reason for leaving |
|  |  |  |  |  |

If necessary, please continue on an additional sheet.

**Other qualifications**

Please give details of any other skills, abilities, knowledge or experience you have that you believe will be relevant to this position. Use an additional sheet if necessary.

|  |
| --- |
|  |

**Other information**

Please let us know of any other information that might be relevant to your application and why you are applying for this vacancy.

|  |
| --- |
|  |

**References**

Please give us details of two people who are prepared to act as referees. These people should not be family members and one should be your current or most recent employer. Referees will not be contacted unless you are successful at interview.

Referee Two

Name:

Address:

Phone number:

Email:

Relationship to you:

Referee One

Name:

Address:

Phone number:

Email:

Relationship to you:

**Rehabilitation of Offenders**

The Rehabilitation of Offenders Act 1974 allows certain people to consider their criminal convictions as ‘spent’ meaning that they don’t have to reveal those convictions when applying for jobs. This job is exempt from the provisions of the Act in order to protect the public. As such you need to inform us of any criminal convictions you have received. Any of the information you give us will be treated as confidential and will not necessarily mean that your application will fail.

Have you ever been convicted of a criminal offence? YES NO

If yes, please give details:

**Status**

Are you currently eligible for employment in the UK? Y/N

Please state what documentation you can provide to demonstrate this, eg British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK:

**Declaration**

I hereby confirm that the information I have provided in this application is, to the best of my knowledge, accurate and true. I understand that if I give any false or misleading information that my application may be rejected or, if I am offered a job, it might lead to dismissal.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equal Opportunities**

Lyppard Grange Community Centre Ltd is an equal opportunities employer and is committed to ensuring that our recruitment process is open, fair and not influenced by irrelevant considerations. To that end an Equal Opportunities Recruitment Monitoring Form will be sent to each applicant.

Lyppard Grange Community Centre Ltd

Equal opportunities monitoring form

**UNIQUE IDENTIFICATION NUMBER:**

**(Please leave blank)**

This section of the application form will be detached and used solely for monitoring purposes.

Lyppard Grange Community Centre recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please tick the boxes which describe you most closely:

**Date of birth**

**Gender:** Male Female Prefer not to say

**What is your ethnicity?**

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong.

Please indicate your ethnic origin by ticking the appropriate box below.

Mixed – White and Black African

Mixed – White and Caribbean

Other Asian Background

Other Black background

Other Ethnic background

Other Mixed background

Other White background

If any ‘other’ category ticked, please specify if you wish:

White - British

White - Irish

Prefer not to say

Arab – Middle Eastern

Arab – North African

Asian or Asian British – Bangladeshi

Asian or Asian British – Indian

Asian or Asian British – Pakistani

Black or Black British – African

Black or Black British – Caribbean

Chinese

Japanese

Latin American

Mixed – White and Asian

Other

If any ‘other’ category ticked, please specify if you wish:

No religion

Prefer not to say

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

**What is your religion or belief?**

**Disability**

Definition of Disability – The Equality Act 2010 defines disability as ‘A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities.’ Long term in this context means likely to last longer than 12 months or likely to recur. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.

Yes

No

Prefer not to say

If yes, please state the nature of your disability or long term condition:

**Do you have a disability as defined in the Equality Act 2010?**