

Vacancy: Medical Receptionist Brecon Medical Group Practice

How to apply:

Please complete the following application form and return to the practice either by:

Email to: **general.office.w96003@wales.nhs.uk**

Hand / Post to: **Mrs Sandra Thomas, Human Resources Manager,
Brecon Medical Group Practice, Ty Henry Vaughan, Bridge
Street, Brecon, Powys, LD3 8AH**

Helpful Tips when completing your application:

- ✓ Read the job description and person specification carefully and evidence in your supporting information that you meet the essential criteria.
- ✓ List your qualifications that are relevant for the position as detailed in the person specification.
- ✓ Ensure one of your referees is from your most recent employer or if this is your first job you could ask a schoolteacher or tutor, just ensure you know them at a professional level.
- ✓ Please be honest and let us know about any gaps in employment.
- ✓ Please complete the application in full.

Closing date for applications: **Monday 14th October 2024**

We will aim to shortlist all applications within a week of the closing date and contact candidates to advise of an interview date and time (we will also let candidates know if they have not been shortlisted for interview).

Thank you for the interest you have shown in joining our practice and good luck with your application.

BRECON MEDICAL GROUP PRACTICE

APPLICATION FORM - Medical Receptionist

APPLICATION FOR THE POST OF:		Medical Receptionist	
PERSONAL DETAILS			
Surname:		First Name:	
Title:		Known as:	
Address:			
Address:			
Postcode:			
Telephone No (Home):			
Telephone No (Work):			
Mobile No:			
Email Address:			
QUALIFICATIONS			
Examination Board	Subject	Date	Grade Attained
Candidates will be required to <u>bring original certificate of qualifications</u> to interview.			
OTHER TRAINING			
From	To	Title of Course	Organiser

Please provide any additional comments regarding Qualifications & Training below:

Job History

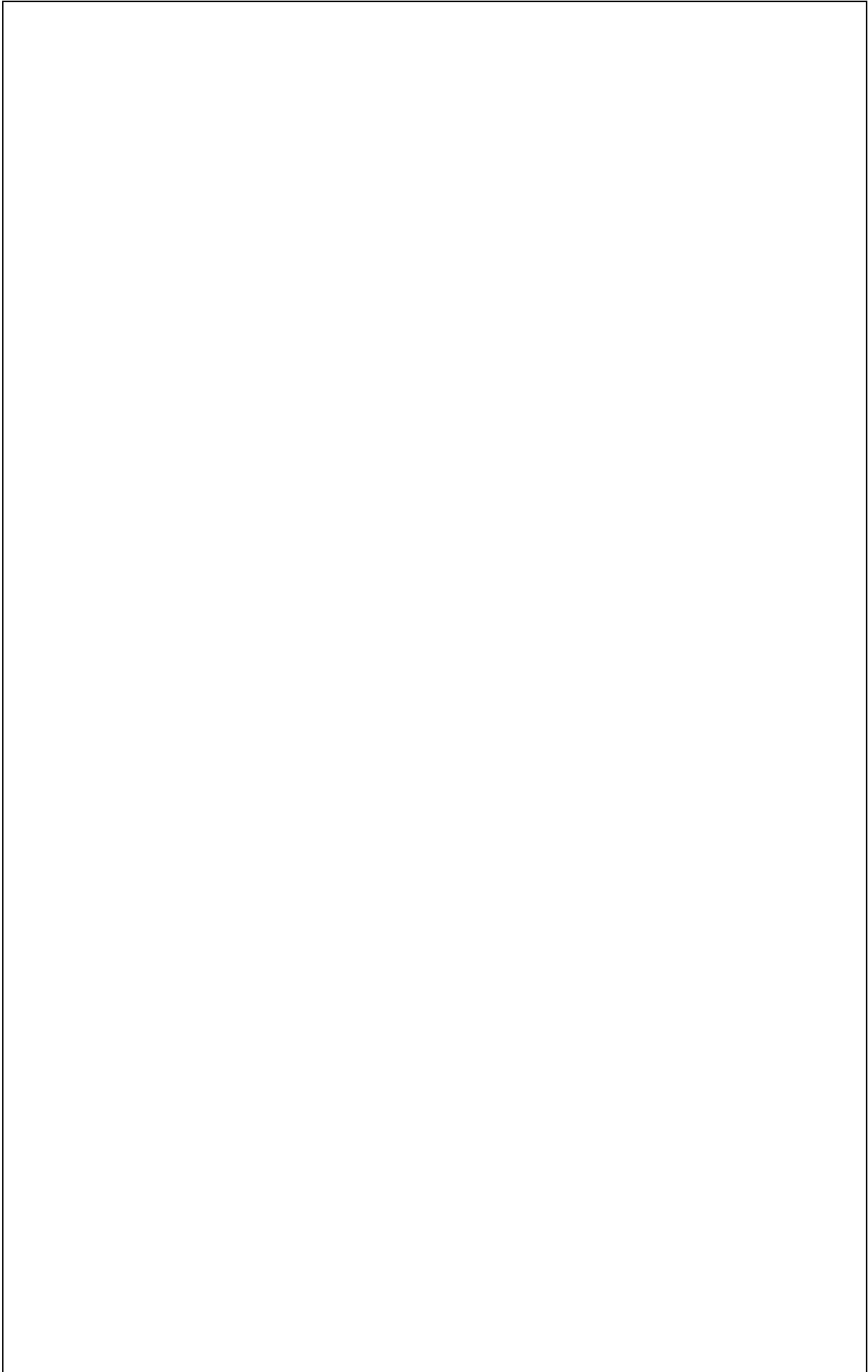
In date order, start with most recent (please provide details of your first employment when you completed full time education to your current employment):

Employer	Job Title and purpose of role	From	To	Reason for leaving

Please continue on separate sheet if appropriate.

CRITERIA FOR THE JOB

Taking account of the job role and essential/desirable requirements outlined in the job specification please describe your work experience; knowledge and skills; personal qualities and attributes:



INFORMATION TECHNOLOGY

Pease identify any software packages or technology that you use/have used:

PRE-EMPLOYMENT DISCLOSURE AND BARRING SERVICE CHECKS

Declaration of previous convictions

The Rehabilitation of Offenders (Exceptions) Order 1975 makes certain regulated activity (for example work with children, young people and/or vulnerable adults) exempt from the Act. The practice is exempt and therefore successful applicants will be required to make a submission for Disclosure to the Disclosure and Barring Service to check for any previous criminal convictions.

CRIMINAL RECORD DECLARATION

The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (ie filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Further information can also be found on the Nacro website.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected as defined by the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975 (as amended in 2013)?

YES/NO

In the event that disclosure is required, you may wish to provide a disclosure statement in a sealed envelope marked as 'Confidential & to be opened by addressee only'.

REGISTRATION WITH PROFESSIONAL BODY

If the post applied for requires registration with a professional body the applicant will be required to bring the original certificate along to interview.

REFERENCES

Please give names and addresses of two people who would be willing to provide a reference if you are successful in being offered the position.

One of which should include your present employer if applicable.

Name of Referee:

Address:

Postcode:

Name of Referee:

Address:

Postcode:

Please note that open references for example addressed "to whom it may be concerned" will not be accepted.

ELIGIBILITY TO WORK IN THE UK

The practice has a legal duty to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Please confirm that you are a resident of this country.

YES/NO

If no, do you have a current work permit?

YES/NO

Please note that you will be asked to bring evidence to interview. Residents of the European Economic Area (EEA) will be able to provide evidence by presenting a valid passport. Residents from the 8 Accession States must be registered with the Accession State Workers Registration Scheme.

MEDICAL ASSESSMENT

Offers of appointment will be subject to satisfactory medical assessment.

FURTHER SUPPORTING INFORMATION

Please give a concise account of any other experience/achievements and qualities which you think are relevant to this position:

I certify that I have read and understand the above information and that the information that I have given is true and correct.

Signature..... Date.....

We are an equal opportunity employer and we are committed to a policy of treating all employees and job applicants equally. The employer will appoint, train, develop and promote on the basis of merit and ability alone regardless of race, religion, colour, sex, age, national origin, or disability.

The information that you provide will be used for recruitment and selection purposes only and in accordance with Data Protection regulations.

CLOSING DATE FOR APPLICATIONS:

Monday 14th October 2024

PLEASE RETURN COMPLETED FORM TO: Mrs Sandra Thomas,
Human Resources Manager, Brecon Medical Group Practice, Ty Henry Vaughan,
Bridge Street, Brecon, Powys. LD3 8AH or via email to
general.office.w96003@wales.nhs.uk