

Subject: Professional Career
Development

Subject code: BMSW4005

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Introduction

Employers are often looking for skill that goes beyond qualifications and experience. Your education and experience may qualify you to apply for jobs, but the skills you need to succeed in most positions will likely develop over time. Some job specific, but the vast majority are so called 'soft skill' that can be used in any job or sector of employment. These soft skills are 'employability skills': they make you employable.

(skillyouneed, 2022)

Job application form

Application for [job title] -

Your details

Name: EMMANUEL KISSER

Education and training

Please give details:

General Data Protection, Infection Prevention, Learning Disability, Lone Worker, Management of Anaphylaxis, Mental Capacity Act 2005 including Deprivation of Liberty Safeguards (DOLS), National Early Warning, Numeracy And Drug Calculation, Prevention Radicalisation RIDDOR, Safeguarding Children (SOCA) Level 2 and Sepsis Awareness.

Qualifications

Please give details:

University Of Wales Trinity Saint David 2022 – 2022
Health & Social Care Level 4

Oxford Home College – March 2020 – Dec 2020
Project Management Level 7 – CPD.

South Chelsea College - Sept 2000 - May 2003

Maths, English, Diploma in ACP - Association Of Computer Professional.

Goldsmith University - Sept 2003 - May 2004

Information Systems.

Lambeth College Vauxhall - Sept 2013 - June 2015
Electrical Installation and technology.

Employment history

Your current or most recent employer

Name of employer: R T C Resources

Job title: Team Leader

Length of time with employer: 6 Months

Reason for leaving: Improvement in job environment and promotion

Duties:

- Given person centered care to patient who are vulnerable and need quality care.
- Given companionship and general emotional support to my patients.
- Helping with meal preparation and household chores.
- I also help by encouraging service users to live more independently and to support them to reach their potential by providing both physical and emotional support.
- Providing care for service users who have complex and challenging need in terms of their behavior and emotional, psychological and developmental wellbeing.

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

was formally a Taxi Driver and those are some skill that I learned.

- Offered door to door assistance if needed.
- Coordinated with office personnel and dispatchers.
- Transport customers from the city to suburban areas while following safety regulation.

- Drive the taxicab safely to provide transportation for passengers as well as maintaining the car in clean and sanitary condition.
- Take the car for minor repairs and service.
- Carried out miscellaneous task as directed.
- Adapted a polite and courteous demeanor with all passengers.

Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

Dear Hiring Manager,

I am applying for the position currently advertised with your organisation. I believe my excellence Interpersonal skills, and education makes me the best candidate for the job.

My professional background and working as a support worker has provided me with exceptional knowledge and confidence needed to properly assist vulnerable people with their personal and social care needs.

I also fulfil several key requirements of your job descriptions, having performed a variety of task for clients with providing emotional support for individuals, teaching life skills, such as using public transport and paying of bills and online shopping.

Able to assess a client's social needs and report to the line manager with regards to safeguarding issues and health and safety. Additionally, I am well versed with providing companionship to engage clients in everyday living which contribute by making a difference in their lives. As a dependable and trustworthy individual who takes immense satisfaction in providing care and support for people of all cultures, I am dedicated, hardworking and can tackle any challenges.

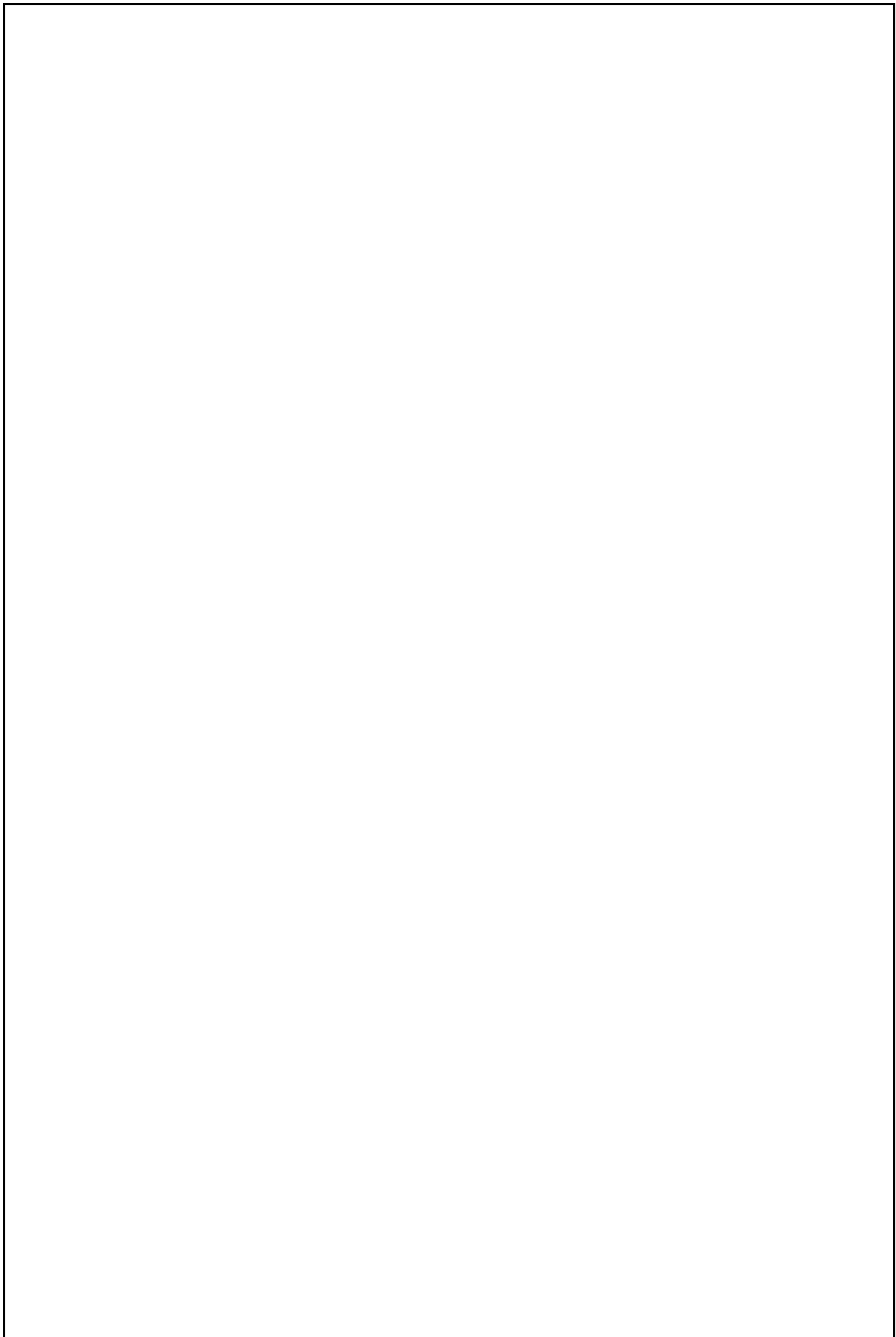
I believe that I have excellent communication skills which will not only benefit my clients but also with those with whom I am working with. My strongest is my ability to listen and communicate effectively. It is extremely important in my role to enable me to understand people better.

Innovative person who is continually coming up with new ideas and ways of doing things which I believe will greatly benefit your company.

I am hardworking, passionate, and flexible individual who thrives from gaining new experiences and information with regards to data protection.

Kind regards,

Emmanuel Kisser.



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Right to work in the UK

Do you need a work permit to work in the UK?

Yes / No

References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name: EMMANUEL KISSER

Signature: *EMMANUEL KISSER*

Date: 1ST DEC 2022

Positive Attitude

Every employer expects his employees to have a can-do spirit anytime and anywhere. This type of attitude bring progress in the workplace and increase productivity in the long run.

Entrepreneurial Spirit

Entrepreneurship will help you take charge of your work. This means looking at your task and responsibilities and asking yourself 'how can I do it better'. You can create process to work smarter or come up with a new idea than can help your organisation.

Result – Oriented

Result – oriented means all that matters to you are the result. In other words, you make sure the result are up. Besides that, nothing else matters.

Team Player

You enjoy working as a team, in so doing you do not attribute an individual success, but a team success and in the same way you do not attribute individual loss but a team loss.

Dependable and Responsible

Dependable people know that they are liable for their deeds. So, when a dependable person pledge to course of action, it occurs. So, when a dependable person creates a predicament, they take responsibility of their actions.

Desire to continue learning

Is having the desire to upgrade yourself in any new trends which will make you more valuable and sellable. When employees are more upgraded it helps to save time and money and increase productivity.

(2) Health and Safety At Work Act (1974)

This is the foremost piece of legislation covering occupational health and safety. HSWA can seem daunting at times, especially because if you breach health and safety regulations, you may find yourself having to pay enormous sums of money or, uttermost cases, face coporate manslaughter charges. (Informi, 2022)

Employment Right Act (1996)

This is the act that rules most employment relationships including, but not limited.

Contract of employment

Is a kind of contract used in labour law to ascribe right and responsibility between parties to an agreement.

This is usually an agreement between an employer and employee.

Dismissal and Grievance

It stipulates things which can result in dismissal, and it also give the employee to also pure out their grievances to their employer as to things that are dangerous and harmful to their working environment.

Time off

It clearly stipulates your time off and when you supposed to be working.

Pension

It clearly states how much you earned every month towards your pension contribution. It also states clearly how much you have earned at the end of the year toward your pension.

Study and Training

It is enshrined in your contract of employment study and the training programmes that are made available to you, to enable you reach your goal in your job position.

Maternity, Paternity and Flexible Working

It is also enshrined in your contract of employment as to your entitlement of paternity leave and how much you would be paid after coming back from your paternity leave.

Termination of Employment

It states clearly how much notice you must give your employer, when you have concluded that you want to move on.

Most employers will require you to give them a month notice to enable them to recruit another person to take your place. (Informi, 2022)

Equality Act 2010

One of the most important pieces of legislation governing the employment relationship is the Equality Act 2010.

Altogether, the act defines nine protected characteristics on which discrimination is illegal. It is unlawful to discriminate on the following grounds: -

Sex

If under any circumstances, you believe you have been discriminated against because of your sex. You stand a good ground to take the company to court. If the company is found guilty of this offence, they must indemnify the employee.

Religion or Belief

Some people could be discriminated against because of pregnancy and maternity. If the court find enough evidence to believe that this compensation would have to be paid to the employee by the employer for their loss of earnings.

Pregnancy and Maternity

Some people could be discriminated against because pregnancy and maternity. If the court finds enough evidence to believe that compensation would have to be paid to the employee by the employer for their loss of earnings.

Sexual Orientation

If evidence points to the fact that anyone has been discriminated against because of their sexual orientation, then the employee stands the chance to sue the employer at court for lost wages.

Race

If you have been discriminated against because of your race, you stand a good ground to sue your employer. Only if enough evidence is found against employer by the court ruling.

Marriage and Civil Partnership

If under any circumstances, you are discriminated against because you are married or in civil partnership. You can sue the employer if the court finds enough evidence to believe that the employer has discriminated against you. The employer has to indemnify the employee.

Gender reassignment

Some people could be discriminated against because of their gender reassignment and if there is enough evidence to prove then the employer loses to indemnify the employee under the court verdict.

Disability

If evidence points to the fact that anyone has been discriminated against because of their disability, then the employee stands the chance to sue the employer in court for loss of earnings.

Age

You stand a strong ground if the court finds evidence to believe that you are discriminated against by your age, you will have to sue your employer. In other words, the employer indemnifies you for your loss of earnings.

Responsibility of the employer

- ❖ To tell about the risk to your health and safety posed by the present or advance work practises and appliance.
- ❖ To inform you about what has been done to safeguard your health and safety.
- ❖ To tell you how to get first aid ministrations and what to do in crisis.

- ❖ Train and inform you how to work carefully and without health threats.
- ❖ Provide you with protective gear, such as boots or goggles, if required.
- ❖ Provide health screening if you are at risk of illness due to your work. (Prospect, 2019)

Responsibility Of The Employee

- ★ To to have a rest when working.
- ★ To have annual paid holiday.
- ★ To let your employer know about any health and safety concerns.
- ★ You may stop work and leave your work area without disciplinary action if you have legitimate concerns for your safety.
- ★ Provide any personal protective and safety appliances free of charge.
- ★ Control any risk to your health and safety as best as possible. (nidirect, nd)

The Recruitment Process

Advertisement

A job advertisement is description of a vacant position to which a qualified candidate are invited to apply. Hiring

managers typically post job openings on internal recruitment platforms before posting them externally. Some recruitment may post job openings in shop windows, local forums or social media pages to alert potential candidates. (Indeed, 2022)

Job Description

The job description is a useful, accessible tool that explains the task, responsibilities, function, and responsibilities of a position. It details who performs a particular type of work, how that work is done, and the frequency and purpose of the work as it relates to the organisation mission and goals. (SHRM, 2022)

Person Specification

A person specification is the profile of the ideal candidate, you need to fill the job. It should include the exact skill and knowledge required to perform the job correctly and should not be overstated. Hiring people with mismatched skills will only give the candidate the wrong aspirations and ultimately disappoint them and you as their employer. (Personal placement, 2017)

Application Form

A job application is a formal form that companies require job applicants to fill out when applying for a job. Unlike your resume, these forms allow employers to ask a specific set of

question, rather than letting job applicants pick the format and pleased of their application. (Reed, 2022)

Short Listing

Been shortlisted for a job means that you are included in a shortlist of candidates for an open position, from which the organisation makes the final selection. Organisations typically create a shortlist based on all applicants received to narrow down the most qualified and relevant candidates for interview. (Indeed, 2022)

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