

Skills for the Workplace

Module Assignment Submission

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Module No:	BMSK4005
Module Title:	Professional Career Development

Statement of Confirmation of Authenticity

By the act of making this submission, the student declares that this is the work of the student named above. The work has not, in whole or in part, been knowingly presented elsewhere for assessment, or where assessment has been built on a previous assessment, this has been identified. Where materials have been used from other sources it has been properly acknowledged. If this statement is untrue, the student acknowledges that an assessment offence has been committed.

Attention is drawn to the plagiarism and unfair practice policies of both the University and of ILM.

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Section 1: Know how to identify development needs

1.1 Identify learning styles for self and another

VARK SELF

The screenshot shows the VARK Questionnaire results page. At the top, there is a navigation bar with links: home, about, questionnaire (highlighted), using vark, products, and contact. Below the navigation bar, the title 'Questionnaire' is displayed. A blue banner reads 'Thank you for contributing to our research!'. The main heading is 'Your VARK Results'. Underneath, it states 'Your learning preference: Multimodal (VARK)' with a 'Share' button. To the right, a box titled 'Your scores were:' lists: Visual 11, Aural 14, Read/Write 13, and Kinesthetic 15. Further right, it says 'Your Learning Preference: Multimodal (VARK)' and lists links for 'Your Results', 'Your Academic Profile', 'Your Business Profile', and 'Your Short Profile'. At the bottom right, there is a 'Your Cart' section.

Your scores were:

- Visual 10
- Aural 14
- Read/Write 11
- Kinaesthetic 16

Your learning preference: Multimodal (VARK)

People with your preference like:
different formats, graphs, diagrams, maps, interesting layouts, space, listening, discussing, talking, questioning, notes, handouts, print, text, practical exercises, experiences, examples, case studies, trial and error, things that are *real*, ...

Honey and Mumford SELF

79	76	78	80
Total Y	Total Y	Total Y	Total Y
ACTIVIST	REFLECTOR	THEORIST	PRAGMATIST

VARK Partner

Your scores were:

- Visual 9
- Aural 11
- Read/Write 15
- Kinaesthetic 12

Your learning preference: Multimodal (VARK)

People with your preference like:

different formats, graphs, diagrams, maps, interesting layouts, space, listening, discussing, talking, questioning, notes, handouts, print, text, practical exercises, experiences, examples, case studies, trial and error, things that are *real*, ...

Honey and Mumford Partner

Total Y11	Total Y11	Total Y15	Total Y19
ACTIVIST	REFLECTOR	THEORIST	Page MATIST

Honey and Mumford Summary



Activists learn best from 'having a go' and trying something out without necessarily preparing. They will be enthusiastic about role-play exercises and keen to take risks in the real environment. Activists are considered as those most keen to 'DO' in terms of the learning cycle.

Reflectors are much better at listening and observing. They are effective at reflecting on their own and others' experience and good at analysing what happened and why. In terms of the learning cycle, reflectors are seen as those who perform well in the 'MONITOR' role above all else.

Theorists' strengths are in building a concept or theory on the basis of their analysis. They are good at integrating different pieces of information and building models on the way things operate. They may choose to start their learning by reading around a topic. Theorists will see their role as strongest at the 'REVIEW and EVALUATION' stage of the learning cycle.

Pragmatists are keen to apply whatever they learn and will always work out how they can apply it in a real situation and plan how to put it into practice. They will value the information/ideas that they are given only if they can see how this relates to practical tasks that they need to do. It is the 'PLAN' stage that is most suited to pragmatists.

1.2 Use a simple technique for identifying development needs for self & another

SWOT Analysis Self

SWOT Person 1	
STRENGTHS BEAUTY SPECIALIST DIPLOMA LEVEL 2 CITY & GUILDS HAIRDRESSING LEVEL 2/3 BLLA DOOR LICENCE GNVQ HEALTH AND SOCIAL CARE CARING ORGANISATION LEADERSHIP IT SKILLS	WEAKNESSES READING WRITING SPELLING DOUBTING MYSELF
OPPORTUNITIES MANAGERS JOB ROLE MY OWN SALON MORE CLIENTS	THREATS HAVING THE MONEY TO SET MY OWN BUSINESS UP DOUGH FROM OTHERS

SWOT Analysis PARTNER

SWOT Person 2	
STRENGTHS NVQ BUSINESS & MANAGEMENT IT SKILLS 23 YEARS OF EXPERANCE AS A DOMESTIC & CLEANING MANAGEMENT PAYROLL QC CLEANING MONTORING FIRE SAFETY TRAINING STAFF FIRE CONTROL HEALTH & SAFETY	WEAKNESSES IT MATHS HANDWRITING
OPPORTUNITIES COULD HAVE OWN CLEANING COMPANY OR BE A MANAGER	THREATS HEALTH AND FITNESS WEIGHT DON'T DRIVE AGE

1.3 Identify potential barriers to learning for self and another.

Barriers to learning for self

My work life barrier is not that bad because I work my business and family around my course and I have only just started my business so only have about 3 clients so far.

I also care for my mum around the course.

I will take holidays when we are off on holidays with the Uni and the schedule works around me.

I have financial barriers, but I have applied for Student Finance from Student Finance Wales and that will help me support my financial needs for the course.

When I go back to work, I am happy to pay back the loan.

This is my entire reason for doing this course to enable me to run my own business or get a manager's job role.

I can drive so don't have any problems with getting to uni or traveling from work and don't have to rely on other people for lifts.

I am not the first in my family to further their education, as my brother studied mechanics in the Army.

My mum, partner and son are proud of me for doing courses to better myself and are supportive of whatever I want to do with my life. They don't have any expectations of me, as they are happy if I am happy and are not resentful or obstructive of me in any way.

Barriers to learning for partner

Her work life barriers are acceptable because she works in a hospital and if the course is related to her work, they will give her time to study or work around the course, because she has worked for them for over 30 years.

Financial barriers won't affect her because she could apply for student finance and her husband will help to support her financial needs for the course.

She cannot drive so her husband or family would bring her to the uni if she came on the course. She is reliant on them for lifts.

She is not the first to go to higher education as her son and daughter have already done college and university courses.

Her family are all proud of her and very supportive of her desire to gain qualifications and improve her career prospects.

1.4 Explain how these barriers to learning can be overcome.

I would overcome my barriers by asking for help from tutor, family & friends, hub, student services.

My partner would overcome their barriers by asking family, friends & partner to help as needed.

Section 2: Know how to develop self & others to achieve organisational objectives

2.1 Analyse learning/development options to meet needs of self & another.

I want to go on more courses like my beauty level 3, business finance and other courses like acrylic nails, eye lashes etc.

I will then be able to open my own Hair and Beauty salon in a few years' time.

This Skills for the Workplace course will help me with managing people.

My partner wants to do a maths course or join this course because it will help her to manage people and so she could run her own cleaning business.

2.2 Identify support mechanisms for the development of self & another

Following on from barriers, my support mechanisms are my friends, family & partner . They give me a lot of support with my learning difficulties and my mental health problems - even if it's just a shoulder to cry on or a chat.

I can also have support from my tutor/student services/student finance/hub/library.

My partner's support mechanisms are their friends, family & partner and the library/doctors or work as they will help them with anything.

2.3 Prepare development plans for yourself and another person

SELF

Part 1: Personal Analysis

See SWOT above

Part 2: Setting Goals

What do I want to learn?	What do I have to do?	What support and resources will I need?	How will I measure success?	Target Date for Review
Eyelash Microblading Beauty level 3 Bookkeeping	do the course do the course do the course do the course	Get on the course and money Money for all	Passing all the courses	2023 2023 2023 2025
Acrylic nails Efile Hair extension Finance course	do the course do the course do the course	Get on course and money to pay for them	Passing all the courses	2021 2021 2021 2025

Part 3: Personal Objectives

Short Term Goals (next 12 months)
Acrylic nail efile and hair extensions course microblading
Medium Term Goals (2-3 years)
Eyelash beauty level 3
Long Term Goals (3-5 years)
Bookkeeping and finance course

PARTNER

See SWOT above

Part 2: Setting Goals

What do I want to learn?	What do I have to do?	What support and resources will I need?	How will I measure success?	Target Date for Review
Maths course Get fit Learn to drive Lose weight	Do course Do course Do course Lose weight join fat club	Get on course See doctor Driving instructor Slimming world or weight watchers	Passing course Being healthier Passing test Losing weight	2023 2021 2025 2021
Do this course	Do course	Her daughter and the tutors from uni	Passing course	2025

Part 3: Personal Objectives

Short Term Goals (next 12 months)
Lose weight and get fit
Medium Term Goals (2-3 years)
Maths course
Long Term Goals (3-5 years)
Driving do this course

2.4 Method used to monitor the development of self & another.

The method I will be using for me and my partners self-development will be PDP.
We will look back on them to keep a record of both of our goals and update them as needed.

Section 3: Know how to prepare for the recruitment process



Gibbs (1988)

Reflection on the recruitment process

3.1 Description

I have identified the job I will go for as a hairdressing and beauty salon manager. I have the skills and am fully qualified in hairdressing and beauty specialist treatments and more. I have also got experience in running my own mobile business and home-based salon. I found the job on Indeed online and then I produced a CV and covering letter, which I uploaded to apply for the post.

I looked up on Microsoft how to write a CV and covering letter and then I googled application form templates because the job on Indeed did not provide one.

I had a phone interview because of COVID-19 and I was asked about my qualifications and other courses I had been on, such as eyelashes and lash lift.

I explained that I am fully qualified for hair and beauty and I've also had some supervisor experience. This would be my first manager's job, but that this current course will help prepare me for a Managerial role.

3.2 Feelings

I was worried about doing the assignment and doing research because I've never done assignments before, but once I started, it started to come to me and I got it.

I went on Google and Moodle and other sites looking at loads of stuff.

I did get confused sometimes, but once I talked with Julia, she would get me back on track. I would find it hard understanding some things but having the help from Julia helped me so much.

She even said for me to ask the hwb for help because of my learning difficulties, so I phoned them for help and that helped me to relax knowing that there was help for me in loads of different ways.

3.3 Evaluation

I found that it was good to learn all the new ways of doing things, although it was confusing at first, but I've learned about getting ready for assignments and interviews so I really enjoyed doing it and am hoping to do better and not nag for so much help on the next assignment.

I've also learned to always be prepared for the interview by practicing your answers, preparing your outfit to make sure you look presentable, speaking clearly and having everything with you that you might need, such as CV, covering letter or any other relevant documents

3.4 Analysis

I've learned a lot about how to produce SWOT and Action Plans

I have also learned about the interview process and how to use the STAR techniques

Preparation for Interview is attached at Appendix E.

STAR Experience in Interview

SITUATION: you had to deal with?

In a job as a bar supervisor I would deal with any problems or complaints made.

One night in the bar, a situation took place where a customer and one of the staff had a problem so I had to come up from the office to deal with it .

On this night there was arguing with my staff member and a customer where the staff was saying that they didn't give them the wrong change that he did give a £20 note in the first place

and then the customer is saying he did so I said that I would have to wait till the end of the night and cash up before I would be able to see if he did give the £20 pound note and check the cameras so I kindly asked the customer if I could have his number and details so I could phone him and ask him to come collect the money if he was right in this situation so he was happy and I give the customer some free drinks and he was happy with the way I deal with this situation and went home happy I phoned the next day and the customer was right the staff was wrong and I give his money back and vouchers

TASK: the task you were given to do?

.I had to deal with a customer complaint and deal with the problem.

ACTION PLAN: the action you took?

The action I took was to ask the customer to come back after I had cashed up and checked the cameras.

RESULT: what happened as the result of your action and what you learned from the experience?

The customer was happy with me giving them free drinks and that I dealt with the problem promptly before it escalated.

3.5 Conclusion

What have I learned from reflecting on this experience?

I have learned that I am able to do assignments where I thought I could not, because I was scared and felt that I was too dull to be in uni. I have had to have some help from Julia to understand how to do it and am finally getting it, but I will need some support.

What I have learned from this experience is to always do it when it is fresh in my mind and not leave it till later, because if I leave it for a day or two, I forget what Julia has explained and I get very confused because of my mental health and anxiety.

The only thing that stopped me doing this before was my learning difficulties and getting confused because I would overthink it because of my mental health and anxiety.

One of my own personal goals was to be able to do an assignment because I had never done one before and I think I have done quite well for my first time doing one.

I have learned a lot doing this assignment and cannot wait to do the rest and am chuffed with myself. I will be using the Gibbs Model again because it helped me a lot while doing this assignment.

3.5 Action Plan

My action plan is to make sure I am always prepared for an interview and to speak clearly when being interviewed.

I intend to not doubt myself and have some confidence in myself because I am not as thick as I think I am.

The areas I can improve on are to take my time, not rush, be prepared, read more and get the support I need with spelling and understanding what I need to do.

This should help me get less stressed and anxious.

Appendix A

CV

MRS PHILLIPPA HELEN JONES

Phillippajones80@gmail.com

SKILLS AND EXPERIENCE

- 3 years beauty/2 years hairdressing hands-on experience in the industry
- Good knowledge of hair & beauty treatments & products
- Excellent communication skills
- Knowledge of Microsoft Office and Teams many more.
- Excellent organisational skills
- A passion to learn new skills
- Ability to deal with customers requests & complaints with grace
- IT skills
- Supervisor experience
- Strong customer service skills
- Strong management & leadership skills

QUALIFICATIONS

BA {Hons} Leadership & Management Skills in the Workplace {current study}

ILM L4 Certificate in Leadership & Management {current study}

Certificate in Higher Education Skills for the Workplace {current study}

CITY & GUILDS Hairdressing Level 3 Gower College Swansea Sept 2019 to June 2020

CITY & GUILDS Hairdressing Level 2 Gower College Swansea Sept 2018 to June 2019

Diploma in Beauty Specialist Treatments Level 2

BIIA Door Supervisor License 2008

GNVQ in Health and Social Care Sept 1996 to June 1997

EMPLOYMENT HISTORY

Mobile Hairdresser and Beauty Technician 2018 to present

Personal Image, Gorseinon

Broadway Centre Gower College Salon

Level 3 Hairdresser Training 2018-2020

Caring for Disabled Son Oct 2014 - 2018

Cefn Coed Hospital 2008 to 2014

Domestic staff

Morrison Hospital 2008 to 2014

Health Support Worker

CV MRS PHILLIPPA HELEN JONES 41 Beach Crescent, Penarth, Gorseinon, Swansea, SA46NR 0798071131 Phillippajones80@gmail.com	EMPLOYMENT HISTORY Mobile Hairdresser and Beauty Technician 2018 to present Personal Image, Gorseinon Broadway Centre Gower College Salon Level 3 Hairdresser Training 2018-2020 Caring for Disabled Son Oct 2014 - 2018 Cefn Coed Hospital 2008 to 2014 Domestic staff Morrison Hospital 2008 to 2014 Health Support Worker Career break to look after my son 2005 to 2008
SKILLS AND EXPERIENCE • 3 years beauty/2 years hairdressing hands-on experience in the industry • Good knowledge of hair & beauty treatments & products • Excellent communication skills • Knowledge of Microsoft Office and Teams many more. • Excellent organisational skills • A passion to learn new skills • Ability to deal with customers requests & complaints with grace • IT skills • Supervisor experience • Strong customer service skills • Strong management & leadership skills QUALIFICATIONS BA (Hons) Leadership & Management Skills in the Workplace (current study) ILM L4 Certificate in Leadership & Management (current study) Certificate in Higher Education Skills for the Workplace (current study) CITY & GUILDS Hairdressing Level 3 Gower College Swansea Sept 2019 to June 2020 CITY & GUILDS Hairdressing Level 2 Gower College Swansea Sept 2018 to June 2019 Diploma in Beauty Specialist Treatments Level 2 BIIA Door Supervisor License 2008 GNVQ in Health and Social Care Sept 1996 to June 1997	2

Appendix B

Covering Letter

The Salon, Neath

Dear Sir or Madam

I am writing to you because I would like to apply for the job you have advertised on Indeed for a Hair & Beauty Salon Manager.

I have a number of years of hands-on experience working in hairdressing and beauty and I am currently studying for my degree in Leadership and Management Skills for the Workplace at University of Wales Trinity Saint David.

This course has provided me with valuable knowledge in the field of Management which I am sure will enable me to fulfil this role effectively.

You will see from my enclosed CV that I meet all the qualifications for the post and I would very much like to discuss this opportunity with you.

To schedule an interview, please call me on 07898 071131, (if no answer, please leave a message and I will get back to you soon as possible).

Thank you for taking the time to read my CV and I look forward to talking to you soon

Yours faithfully

Phillippa Helen Jones

Appendix C

Job applied for

new⋮

Hair & Beauty Salon Manager

The Salon
Neath

£22,000 - £28,000 a year

➤ Easily apply to this job

- You should also be able to provide the salon owner with regular updates on salon activities.
- The salon manger's responsibilities include enforcing staff...

5 days ago · [Save job](#) · [More...](#)

Hair & Beauty Salon Manager

The Salon - Neath

£22,000 - £28,000 a year - Full-time, Permanent

[Apply with Indeed](#)



Job Description

We are looking to employ an efficient and highly skilled salon manager to oversee all salon operations. This is an opportunity to assist in creating and setting up a unique salon.

The salon manger's responsibilities include enforcing staff compliance with the salon's health and safety policies, identifying ways to increase salon revenue, and ensuring that salon equipment is serviced and repaired as needed. You should also be able to provide the salon owner with regular updates on salon activities.

You should demonstrate strong management and leadership skills and be able to motivate staff and achieve salon goals. Ultimately, an exceptional Salon Manager should achieve excellent service by ensuring that clients have pleasant salon experiences.

If you are familiar with hair & beauty treatments and have excellent organisational abilities, we would like to meet you.

Responsibilities

- *Oversee daily salon operations*
- *Recruiting salon staff that meets mandatory educational and licensing requirements.*
- *Organise employees' shifts, considering peak times and seasonality*
- *Setting goals for each staff member, evaluating staff performance and providing training and overall guidance.*
- *Monitoring salon supplies and equipment and ordering new stock as needed.*
- *Arrange for regular maintenance services for all equipment*
- *Apply hygiene practices across all hair & beauty stations*
- *Ensuring that the salon is clean and well maintained at all times*
- *Ensure all hair & beauty treatments meet high-quality standards*
- *Maintain staff records, including salaries and working schedules*
- *Creating and distributing promotional material to attract new clients*
- *Promote services, products and discounts on social media*
- *Receive payments from clients and track all transactions*
- *Providing all services offered by the salon, which includes hair cutting and styling as well as hair removal and beauty treatments*
- *Addressing and resolving client complaints regarding salon services and employee behaviour.*
- *Processing clients' payments and maintaining accurate financial records.*

Requirements

- *Proven experience as a Hair & Beauty Salon Manager or similar role*
- *Good knowledge of hair & beauty treatments and products*
- *Basic bookkeeping knowledge*
- *Excellent organisational skills*
- *Ability to handle customers' requests and complaints with grace*
- *Proficient in all Microsoft Office applications*
- *Strong management and leadership skills.*
- *Effective communication skills.*
- *Exceptional customer service skills.*

Job Types: Full-time, Permanent

Salary: £22,000.00-£28,000.00 per year

Benefits:

- *On-site parking*

Schedule:

- *Day shift*

Experience:

- *hairdressing: 3 years (Preferred)*

Work remotely:

- No

Appendix D

Application form

Job Application Form - Confidential	
JOB TITLE: Hairdressing & Beauty Salon Manager VACANCY REFERENCE: salon manager CLOSING DATE: 18/11/2020	
Please complete this form electronically or in black ink.	<u>For HR department use only</u> Applicant considers themselves as disabled: Yes ☐ No ☐
	HR Signature
	Date
	Applicant ID

Please refer to our Privacy Notice for further information on how we process the personal data you provide in this form

1. Qualifications

Beginning with the most recent, please provide details of your qualifications (academic, professional and / or vocational) that are relevant to this application. Please continue on a separate sheet(s) if necessary. **Please note: Original documents may need to be provided.**

Education Establishment / Training Provider	Qualification(s) obtained (including grade if applicable)	Date Awarded
GOWERTON COMP	MATHS	1996
	ENGLISH	1996
	CHILD DEVELOPMENT	1996
	PE	1996
TYCOCH COLLEGE	SCIENCE	1996
	GNVQ HEALTH & SOCIAL CARE FOUNDATION	1997
	BEAUTY DIPLOMA LEVEL 2	2018
GOWER COLLEGE	HAIRDRESSING LEVEL2	2019
	HAIRDRESSING LEVEL 3	2020
	BA (HONS) LEADERSHIP & MANAGEMENT SKILLS	2021
	ILM CERTIFICATE IN LEADERSHIP & MANAGEMENT LEVEL 4	2021
UNIVERSITY OF WALES TINY SAINT DAVID	CERTIFICATE IN HIGHER EDUCATION	2021
	SKILLS FOR THE WORKPLACE	2021

2. Training and Development

Please provide details of any relevant training and development courses that you have attended.

Training Provider	Name of Training / Development Course	Date
PCV DOOR SUPERVISER LICENCE	FIRST BUSES SWANSEA BUSINESS COLLAGE	2016 2008

LASH LIFT COURSE	GOWER COLLAGE	2018
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3. Current or Most Recent Employment

Name and address of employer: SPARKLE SALON	
Job Title: MANAGER	
Start date: SEP 2018	Basic Salary: 10.00 HR
Brief description of duties: RUNNING THE BUSINESS DEALING WITH CLIENTS DOING BEAUTY AND HAIRDRESSING TREATMENTS STAFFING	
Reason for leaving: NOT LEFT	Period of notice required: 0
Current employer? Yes ☒ No ☐	
If no, please state your end date of employment:	

4. Employment History

Beginning with the most recent, please provide a summary of all other employment, including previous posts held with your current or most recent employer. Please continue on a separate sheet(s) if necessary.

From / To	Name and address of employer	Job title, brief description of duties and reason for leaving
2018	SPARKLE SALON	STILL HERE
2019	JACK MURFYS PUB	BROKE LEGS

6. Language Skills

Are you a Welsh speaker?

Yes ☒

No ☐

If yes, please state your level of fluency in Welsh:

	Understand	Speak	Read	Write
Basic				
Intermediate				
Fluent				

Are you fluent in any other languages?

Yes ☐

No ☒

If yes, please specify:

7. Employment Related Referees

Please provide details of two work related referees. The first of these should be your line manager from your current or most recent employer. **All offers of employment are conditional upon receipt of satisfactory references.** References will only be sought upon an offer being made to a successful candidate.

*Please refer to section 8 if you are unable to complete this section.

	1st Work Related Referee
Name	MRS P LAKE
Address	CEFN COED HOSPITAL
Telephone number	01792561155
E-mail address	PATLAKE@TALKTALK.NET
Position held by referee	DOMESTIC MANAGER
Employment relationship	BOSS
	2nd Work Related Referee
Name	JOANNE BOSWELL

Address	19 MERLIN CR TOWNHILL
Telephone number	01792659821
E-mail address	
Position held by referee	BAR MANAGER
Employment relationship	MANAGER

8. Character Referee

If you are unable to provide two work related referees, please provide details of someone who can offer a character reference about you.

	Character Referee
Name	MR GARETH DAVIES
Address	41 BEECH CR GORESINON
Telephone number	01792875623
E-mail address	GARETHJOHNDAVIES1982@GMAIL.COM
Your relationship with the referee	PARTNER

9. Supporting Statement

Please provide a supporting statement to show how you meet the Person Specification criteria, wherever possible relating this to the duties in the Job Description. You are encouraged to provide relevant and explicit examples (obtained from the workplace, voluntary or community work or any other appropriate situation) so that the short-listing panel is able to clearly identify where your experience, knowledge and skills match the criteria identified in the post and understand what qualities you can bring to the role.

Please note, CV's will only be accepted as supporting documentation to the application form.

WE HAVE KNOWN EACH OTHER ALL OUR LIFE WE LIVED IN SAME VILLAGE

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Personal Details and Monitoring Form - Confidential

Applicants are requested to provide the following information for records purposes, and to enable the employer to meet our statutory equality obligations. The information provided will be processed in accordance with the Data Protection Act 2018 and will not be used in the selection process.

1. Vacancy Details (HR Department use only)

Position applied for:	
Vacancy Reference:	
Applicant ID:	

2. Personal Details

Title: Mr ☐ Mrs ☒ Miss ☐ Ms ☐ Dr ☐ Prof ☐ Other	
Forename(s): PHILLIPPA HELEN	Surname: JONES
Home Address: 41 BEECH CR GORSEINON	
Home Telephone:	Mobile 07898071131
Email Address: PHILLIPPAJONES80@GMAIL.COM	Date of Birth: 25/04/1980
National Insurance Number: JJ903428A	

3. Gender

Please indicate your gender:		
Male ☐	Female ☒	Other ☐

4. Ethnicity

Please indicate your ethnicity:

- | | |
|---|--|
| ☒ White | ☐ Chinese |
| ☐ White - Scottish | ☐ Other Asian background |
| ☐ Irish Traveller | ☐ Mixed - White and Black Caribbean |
| ☐ Gypsy or Traveller | ☐ Mixed - White and Black African |
| ☐ Other White background | ☐ Mixed - White and Asian |
| ☐ Black or Black British - Caribbean | ☐ Other mixed background |
| ☐ Black or Black British - African | ☐ Arab |
| ☐ Other Black background | ☐ Other ethnic background |
| ☐ Asian or Asian British - Indian | ☐ Not known |
| ☐ Asian or Asian British - Pakistani | ☐ Prefer not to say |
| ☐ Asian or Asian British – Bangladeshi | |

5. Religion and Belief

Please indicate your religion / belief:

- | | |
|---|---|
| ☐ No religion | ☐ Christian - Other denomination |
| ☐ Buddhist | ☐ Hindu |
| ☐ Christian | ☐ Jewish |
| ☐ Christian - Church of Scotland | ☐ Muslim |
| ☐ Christian - Roman Catholic | ☐ Sikh |
| ☐ Christian - Presbyterian Church in Ireland | ☐ Spiritual |
| ☐ Christian - Church of Ireland | ☐ Any other religion or belief |
| ☐ Christian - Methodist Church in Ireland | ☐ Prefer not to say |

6. Sexual Orientation

Please indicate your sexual orientation:

- | | |
|-----------------------------------|--|
| ☐ Bisexual | ☐ Heterosexual |
| ☐ Gay | ☐ Other |
| ☐ Lesbian | ☐ Prefer not to say |

7. Disability

Under the Equality Act 2010, you are considered disabled “if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.”

- ‘Substantial’ is more than minor or trivial, e.g. it takes much longer than it usually would to complete a daily task like getting dressed
- ‘Long-term’ means 12 months or more

Do you consider yourself to be a disabled person?

Yes ☐ No ☐

If yes, please indicate your disability:

- ☐ No known disability
- ☐ Two or more impairments and/or disabling medical conditions
- ☐ A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- ☐ General learning disability (such as Down's syndrome)
- ☐ A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- ☐ A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

- ☐ A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- ☐ A mental health condition, such as depression, schizophrenia or anxiety disorder
- ☐ A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches
- ☐ Deaf or serious hearing impairment
- ☐ Blind or a serious visual impairment uncorrected by glasses
- ☐ A disability, impairment or medical condition that is not listed above
- ☐ Prefer not to say

8. Work Permit

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

Yes ☐ No ☒

If yes, do you currently hold a work permit to work in the UK?

Yes ☐ No ☐

If yes, please state the nature of your work permit and its expiry date:

9. Rehabilitation of Offenders

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

Yes ☐ No ☒

Where a job falls within one of the excluded categories under the Rehabilitation of Offenders Act 1974, disclosure of any spent convictions is required and any offer of employment, if made, will be subject to a DBS (Disclosure and Barring Service) check.

Further information can be found on the Government website: [Updated guidance on the Rehabilitation of Offenders Act 1974](#).

10. Source

Please indicate where you first saw this job advertised:

- | | |
|--|---|
| ☐ Website | ☐ Newspaper |
| ☐ Job Centre (Find a Job) | ☐ Jobs.ac.uk |
| ☐ Internal email | ☐ Lleol.net |
| ☐ Golwg360 | ☐ Times Higher Education |
| ☐ Fish4jobs | ☐ Word of mouth |
| ☒ Indeed | ☐ Other (please specify) |
| ☐ Totaljobs | |

11. Declaration

By signing here, I confirm that:

- The information given in this application is, to the best of my knowledge and belief, true and accurate;
- I have read the [Job Applicant Privacy Notice](#); and
- I understand that, if an offer of employment is made to me, XXXX will seek references from the referees I have provided.

Applicant Signature

Date

Appendix E

HOW TO PREPARE FOR THE INTERVIEW

1. CARFULLY LOOK AT THE JOB DESCRIPTION
2. CONSIDER IF YOU ARE QUALIFIED FOR THE JOB ROLE BEFORE GOING FOR THEN INTERVIEW
3. RESEARCH THE COMPANY AND THE JOB ROLE
4. CONSIDER MY ANSWERS FOR ANY QUESTIONS AT THE INTERVIEW
5. PICK A FEW OUTFITS READY AND HAVE A SPARE
6. PRACTICE GREETING MY INTERVIEWER AND THE QUESTIONS THAT MIGHT COME UP
7. FIND OUT WHAT SORT OF INTERVIEW IT WILL BE

THINGS NOT TO DO

1. ARRIVE LATE
2. POOR PREPARATION
3. DRESSING INAPPROPRIATELY
4. BAD LANGUAGE
5. POOR BODY LANGUAGE
6. POOR COMMUNICATION SKILLS
7. TALKING TO MUCH AND NOT LISTENING TO THE INTERVIEWER
8. NOT ANSWERING THE QUESTIONS
9. FORGETTING TO FOLLOW INSTUCTIONS

YOU CAN EXPLAIN WHY YOU ARE MOTIVATED AND PASSONATE FOR THE ROLE

I AM MOTIVATED FOR THIS ROLE BECAUSE IVE ALLWAYS WANTED TO DO THIS SINCE I WAS 17 IVE GONE BACK TO COLLEGE IN MY 30TH SO I CAN GET THE QULAFICATION SO I CAN DO THIS SORT OF JOB ROLE AND AM PASSONATE ABOUT DOING HAIR AND BEAUTY.AM A KEEN LEARNER OF NEW SKILLS ALWAYS A GOOD TIME KEEPERAND GOOD WITH PEOPLE AND I LOVE DOING HAIR AND BEAUTY TREATMENTS.

CONSIDER THE ROLE AND RESPOSIBILITIES TIE YOUR ANSWERS IN

I HAVENT RUN A SALON YET BUT AM RUNNING MY OWN MOBILE BUSINESS AT THE MOMENT AND IVE BEEN IN SUPERVISER ROLES IN BAR WORK SO I KNOW HOW TO DEAL WITH ANY PROBLEMS AND STAFFING AND DOING THIS COURSE WILL HELP ME ALONG THE WAY TO USE ALL MY SKILLS IN THE JOB ROLE.