Date as Postmarked

Dear Applicant

# Re: Job Ref KC-SDWL - Post of Personal Assistant

Please find enclosed job description and application form for the above post.

Lothian Centre for Inclusive Living is only passing this information on to you on behalf of an individual employer. If you are short-listed you will be contacted by our client.

If you do not hear from them within four weeks from the closing date, you can presume the post has been filled. Unfortunately we are unable to write to those who have not been short-listed for interview.

Thank you for applying for the job and Good Luck with your application!

Yours faithfully

# Admin Support

Independent Living Team

**Job Description for Personal Assistant**

The aim of the job is to provide the assistance required by me the employer. I am young man in my late 20’s who has Asperger’s. I have many interests including going to the cinema to see horror films, comic books, drawing and I am looking for someone to work as my personal assistant to assist me with these interests and other activities outlined below.

A personal assistant should provide the help I need at my request. Too often a disabled person can find that those who assist them try to take over and make decisions about what the disabled person should do and how. In fact, you can only provide the assistance I really need by listening to my requests and instructions on how to do tasks. Getting the right assistance allows me to live my life independently.

It is important to recognize that the support will be provided within the family home therefore confidentiality and respect for the employer and his family’s privacy and daily routine is of the utmost importance.

**The Post**

The post is for 6 hours per week and the rate of pay is £8.42 per hour. The days and times of the shifts will be discussed at interview but may be subject to change depending on the needs of the employer but with prior consultation with the employee.

**The Post-holder**

You will work as a Personal Assistant on you own. The job requires someone who has good communication and listening skills with an ability to follow instructions. It is important that the employee is someone who is sensitive to the needs of the employer but also respects the family environment. As the Personal Assistant works one-to-one with the employer, it is vital that they are reliable, trustworthy and punctual.

An ideal post-holder would be someone who is friendly, calm and patient with a good sense of humour. Having some similar interests would also be helpful although not essential.

You do not have to be strong to do the job well but general good health is important.

**SOCIAL TASKS**

Visits to the cinema

Trips into Edinburgh and Glasgow

Going out for lunch

**My Interests:**

 Comic books, Arts

 Monster movies and horror films

 Crypto Zoology, Computers, Cooking

**Other:** The employer may require assistance with any other reasonable tasks

|  |
| --- |
| **Application Form for Job Reference: KC-SDWL** |
| **NOTE:** Please complete this application form accurately, giving as many details as possible of your skills and experience relating to this job application. Short listing will be based on the information gathered from the form, read in conjunction with the job description. |
| **Applicant’s Details** |
| Surname:First Names:Telephone:Mobile:Email: | Address:  Postcode:  |
| **Education/Training** (please continue on a separate sheet if required) |
|  | **From** | **To** | **Qualifications Obtained** |
|  |  |  |
| **Current / Previous Employment** (please continue on a separate sheet if required) |
| **Position** | **From** | **To** | **Main Duties and Reason for Leaving** |
|  |  |  |  |
| Personal Statement – Experience, skills and general comments. |
| **NOTE:** After reading the Job Description carefully, consider what skills and experience you have that are suited to this post. They need not have been gained in paid employment and may include special interests relevant to the post. If you need additional space please use a separate sheet. |
|  |
| **Do you have a current driving licence YES/NO** |
| Please state whether Provisional or Full licence. Detail any endorsements below.Do you own a car? **YES/NO**If yes, would you be prepared to use it for work?  **YES/NO** |
| **When would you generally be available to work? (Please tick)** |
|  | **Morning** | **Afternoon** | **Evening** | **Night** |
| **Monday** |  |  |  |  |
| **Tuesday** |  |  |  |  |
| **Wednesday** |  |  |  |  |
| **Thursday** |  |  |  |  |
| **Friday** |  |  |  |  |
| **Saturday** |  |  |  |  |
| **Sunday** |  |  |  |  |
| **When would you be available to start work?** |
|  |
| **Where did you see this job advertised?** |
|  |
| Please name two people who can be contacted to provide referencese.g. former employer, college tutor, other professionals – **not** friends or relatives.  |
| Name: | Name: |
| Position: | Position: |
| Relationship to you: | Relationship to you: |
| Address:Tel. No. | Address:Tel. No. |

## I declare that, to the best of my knowledge, the information I have given is true and correct. I understand that deliberately providing false information could lead to my dismissal.

### Signature : Date :

Completed application forms can be returned by e-mail to pajobs@lothiancil.org.uk.

To ensure delivery, please check that sufficient postage has been paid.

####  To : LCIL

 **Norton Park**

 **57 Albion Road**

 **Edinburgh**

 **EH7 5QY**