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| JOB REF: CG OH – POST OF PERSONAL ASSISTANT | | | | | | | | |
| Dear Applicant,  Please find enclosed the job description and application form for the post of Personal Assistant, job reference CG OH. The Lothian Centre for Inclusive Living (LCIL) is passing this information to you on the employer’s behalf – if you are shortlisted for interview, our client will contact you.  The LCIL provides administrative support and payroll services to the employer. This service allows the employer to remain anonymous in the early stages of recruitment to protect their privacy.  Yours Faithfully,  PA Recruitment,  Lothian Centre for Inclusive Living | | | | | | | | |
| job description | | | | | | | | |
| Title | | | | Personal Assistant (PA) | | | | |
| Pay rate | | | | £10.25 per hour | | | | |
| Status | | | | Casual (1pm to 6pm on Sundays with additional shifts available if desired) | | | | |
| Location | | | | Edinburgh | | | | |
| Closing date | | | | 01/02/2019 | | | | |
| In this role, you will provide personal assistance to the employer, a young man with a physical disability and wheelchair-user. This is to enable the employer to pursue their interests and live as independently as possible.  Key responsibilities:   * Assist the employer with eating, drinking and preparing food. * Assist the employer to attend social situations and leisure activities. * Assist the employer with domestic tasks and shopping. * Drive the employer’s wheelchair-accessible car.   Skills and experience:   * Excellent communication skills and enthusiasm is essential. * Understanding and patient attitude is essential. * Previous experience supporting a disabled person is essential. * Full driving licence, valid in the UK, is essential. * Post is subject to a PVG check. | | | | | | | | |
| completing the Application Form Complete your application accurately and in as much detail as possible. Shortlisting for interview is based on information that you supply on this form and how it relates to the job description. | | | | | | | | |
| Personal Details | | | | | | | | |
| Title | | | |  | | | | |
| Forename | | | |  | | | | |
| Surname | | | |  | | | | |
| Telephone no. | | | |  | | | | |
| Mobile no. | | | |  | | | | |
| Email | | | |  | | | | |
| Address | | | |  | | | | |
| Postcode | | | |  | | | | |
| education & training history Provide education and training history – state institution, course and dates attended. | | | | | | | | | |
|  | | | | | | | | | |
| employment history Provide employment history (including voluntary roles) – state organisation, job title, tasks and dates employed. | | | | | | | | | |
|  | | | | | | | | | |
| skills & experience Consider your skills, experience and how these are suited to the post – they do not need to have been gained in paid employment and may include special interests relevant to the post. | | | | | | | | | |
|  | | | | | | | | | |
| work availability Indicate times you are available to work (this will be discussed at interview). | | | | | | | | | |
| day | morning | | | | afternoon | | | evening | |
| Mon. |  | | | |  | | |  | |
| Tue. |  | | | |  | | |  | |
| Wed. |  | | | |  | | |  | |
| Thu. |  | | | |  | | |  | |
| Fri. |  | | | |  | | |  | |
| Sat. |  | | | |  | | |  | |
| Sun. |  | | | |  | | |  | |
| pvg scheme The Protecting Vulnerable Groups (PVG) membership scheme is managed and delivered by Disclosure Scotland. It helps makes sure people whose behaviour makes them unsuitable to work with children and/or protected adults, can't do ‘regulated work’ with these vulnerable groups. To apply for PVG membership, visit: <https://www.mygov.scot/apply-for-pvg/> | | | | | | | | | |
| Are you a member of the PVG scheme? | | | | | |  | | | |
| What is you PVG membership number? | | | | | |  | | | |
| Additional Information | | | | | | | | | |
| Do you have a full driving licence? | | | | | |  | | | |
| When can you start work? | | | | | |  | | | |
| Where did you hear about this opportunity? | | | | | |  | | | |
| declaration I declare that, to the best of my knowledge, the information I have given in this application form is accurate. I understand that deliberate falsification on my part will be viewed as gross misconduct and may lead to my dismissal without notice (sign at interview if completing electronically). | | | | | | | | | |
| Signature | |  | | | | | | | |
| Date | |  | | | | | | | |
| references Please state the details of two referees who will be contacted to provide references in support of your application e.g. former employers, college tutors, other professionals. | | | | | | | | | |
|  | | | 1st referee | | | | 2nd referee | | |
| Title | | |  | | | |  | | |
| Forename | | |  | | | |  | | |
| Surname | | |  | | | |  | | |
| Job Title | | |  | | | |  | | |
| Organisation | | |  | | | |  | | |
| Address | | |  | | | |  | | |
| Postcode | | |  | | | |  | | |
| Telephone no. | | |  | | | |  | | |
| Mobile no. | | |  | | | |  | | |
| returning the application form Return the completed application form by the closing date, quoting job reference **CG OH**, by email to [pajobs@lothiancil.org.uk](mailto:pajobs@lothiancil.org.uk), or by post to:  PA Recruitment,  Lothian Centre for Inclusive Living,  Norton Park Centre,  57 Albion Road,  Edinburgh,  EH7 5QY | | | | | | | | | |