Date as Postmarked

Dear Applicant

# Re: Job Ref DB OH

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

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 that you have been unsuccessful. 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**

I am a 75 yr old man with learning difficulties and some mobility issues. I have a passion for music and the theatre and I like being with people. I am friendly and gentle and easygoing with a good sense of humour. I can look after myself in many ways – I can cook and clean and do my own shopping, and I don’t need any help with personal care. I have learnt to live independently by having a series of routines in my life, and through the support of others. However, I find unexpected events or anything out of this routine scary and at times overwhelming. I cannot read very well, and I find problem solving difficult. I do not use the computer or internet. Until recently I had a close family friend helping me, but this is no longer an option. My family do not live close by – my nearest relative is my niece, who lives an hr and a half away, and who I see regularly, but is not close enough to give me all the help I need.

**The Post**

Rate of pay £9.50/hour. 6 hours per week, Friday to Sunday.  
You will have access and guidance from the gentleman’s niece.

**The Post-holder**

The job requires someone who has good communication and listening skills. Ideally, you will have previous experience of working with adults with learning difficulties. You need to have a good level of English and be able to read and understand formal documents. You need to be able to speak clearly and slowly to me, repeating information when necessary, so that I understand what’s going on. You will need to learn to understand and recognise my needs. You need to be able to show initiative when helping me to solve problems and see problems that I might not notice. You will have the support of my niece, via phone and email, on hand when needed. You are reliable, trustworthy and punctual, friendly, calm and patient with a good sense of humour.

**TASKS**

* Go through my mail with me
* Helping me with any follow up phone calls
* Protect me from scammers by checking any phone calls/letters that have happened in the week – in the past I have had problems when I have misunderstood what people are saying to me.
* Help solve any issues in the home, e.g. repairs, by contacting relevant people, if necessary.
* Accompany me on the occasional hospital appointment.
* Be a friendly face and an ally in what can be a confusing world for me.

# Application Form for Job Reference DB OH

Please complete the following application form as accurately and in as much detail as possible. Shortlisting for interview will be based on the information you supply on the application form read in conjunction with the job description.

Please do not send in the job description or covering letter when returning the application form. If you require more room please use a separate piece of paper with the job reference and your name on it. If completing electronically press tab whilst the final cell in a table is selected to insert a new row.

## Personal Details

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Telephone Number |  |
| Mobile Number |  |
| Email Address |  |
| Postal Address, first line. |  |
| Postal Address, second line |  |
| Postal Address, third line |  |
| Postal Address, Town. |  |
| Post Code |  |

## Declaration

I agree that the information I have supplied in this application form is true and accurate to the best of my knowledge. I understand that any deliberate falsification on my part will be viewed as gross misconduct and may lead to my dismissal without notice.

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

(Please leave the signature and date blank if you are sending in the form electronically. If you are invited to interview, you will be asked to sign a printed out copy then.)

## History of Education and Training

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Educational Establishment | From | To | Qualifications Gained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Work History (including voluntary work)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer | Position held | From | To | Main Duties and reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Additional Information

|  |
| --- |
| 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. |
|  |

## Work Availability

Please indicate in the table below what times you would be available for work within the period of the day, i.e. if you are available from 7am to 11am Tuesday morning, then put 7-11am in the box. If you are available for any time write yes and please write no if you are not available.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Morning | Afternoon | Evening | Overnight |
| Sunday |  |  |  |  |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |

## Supporting information

You do not need to fill out the following questions if they are not applicable to the post. e.g. if the job description does not ask for PVG membership, then you may put N/A in the space provided.

|  |  |
| --- | --- |
| Are you a member of the PVG Scheme? |  |
| PVG Membership Number |  |
| Do you have a full driving license that is valid in the UK? |  |
| Do you have the use of a vehicle? |  |
| If applicable, would you be prepared to use the vehicle for work? |  |
| When could you start work? |  |
| Where did you see this post advertised? |  |

## References

Please write the names and contact details for two independent people who would be willing to provide a reference for you. One of them should be your most recent employer. Note that a telephone number is not sufficient.

|  |  |  |
| --- | --- | --- |
|  | Reference 1 | Reference 2 |
| Name |  |  |
| Position |  |  |
| Relationship to you |  |  |
| Title of referee |  |  |
| Company |  |  |
| Postal Address, line 1 |  |  |
| Postal address, line 2 |  |  |
| postal address, town |  |  |
| Post code |  |  |
| Email address |  |  |
| Telephone number |  |  |

Please return the completed application form by 4 pm on the closing date.

Application forms may be returned by email to: [pajobs@lothiancil.org.uk](mailto:pajobs@lothiancil.org.uk) or can be posted to:

PA Recruitment, Lothian Centre for Inclusive Living, Norton Park Centre, 57 Albion Road. Edinburgh, EH7 5QY

Please ensure that you have paid adequate postage to send any application forms by mail as LCIL does not accept postage otherwise.