Date as Postmarked

Dear Applicant

# Re: Job Ref LIMC

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**

A Personal Assistant is employed to help me live my life the way I choose; getting the right assistance, when I need it, allows me to lead my life independently. The job involves assisting me with a variety of tasks. Like most people, my day varies so it is difficult to list every task that is expected.

The job involves sometimes assisting me to and from appointments using my manual wheelchair and due to my long-term conditions I can easily pick up viruses, so general good health is important.

A Personal Assistant must have excellent communication and listening skills and be able to follow instructions as well as use their own initiative without close supervision, particularly when I am unwell.

**Domestic Tasks**

* Preparing and cooking food to meet my dietary needs
* Washing dishes and general upkeep of the kitchen
* General cleaning and tidying of house
* Doing laundry and changing my bed for me
* Assistance with shopping
* Assistance to look after my pets and walking my dog

**Social Tasks**

* Help to go out, with or without friends
* Assistance when going out for a walk
* Shopping for pleasure
* Assistance with correspondence – phone calls / letter writing

**Other Tasks**

* Assistance to maintain upkeep of my wheelchair
* Driving
* Any other reasonable task

**Personal Qualities and Experience**

I require a Personal Assistant who is friendly and approachable, balanced with being reliable, trustworthy and punctual.

It is important that an employee is aware of and sensitive to my needs, can maintain confidentiality and respect professional boundaries.

Applications are preferred from those with social care experience and/or qualifications although a demonstrated willingness to learn and a proactive attitude without the requisite experience will be considered.

Applicants should be drivers, ideally with their own vehicles and business insurance. If you are not a driver, your application would be considered as part of a job share only.

**The Post**

There are up to 27.5 hours per week available as a job share. Some overtime will be also available to cover for absences and holidays. Hours are flexible and can be discussed at interview but would, ideally, including evenings.

Applicants should be drivers, ideally with their own vehicles and business insurance. If you are not a driver, your application would be considered as part of a job share only. As I require support with personal care, applications from males would only be available for job share only as I would require at least one female PA to assist me with these tasks. This is a Genuine Occupational Requirement.

The rate of pay is up to £10.88 per hour, depending on experience and qualifications. There is also paid annual leave and I offer a pension scheme.

# Application Form for Job Reference LIMC

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 licence 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 as soon as possible.

Application forms may be returned by email to: 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.