Date as Postmarked

Dear Applicant

# Re: Job Ref MMT1

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 submitting your application, 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 ref MMT 1, PERSONAL ASSISTANT required in Longniddry.

A Personal Assistant (PA) is needed to provide personal care and support for a sprightly and mobile lady with dementia. Mary has a lively personality and enjoys music, singing and meeting people but needs help with eating, dressing and toileting and for getting out of the house or go for walks and to the gym and swimming pool or outings to day centres or local cafes and shopping centres.

The PA should be friendly and approachable and have a good sense of humour, as well as being reliable, trustworthy and punctual and should be educated to secondary level; be able to communicate clearly; be able to work without close supervision; be a good organiser; have management skills; good interpersonal and negotiation skills; be a creative problem-solver and have advocacy skills.

In addition, the PA should have experience and understanding of person-centred work with dementia sufferers. They should be flexible, non-judgemental, be able to recognise work and personal boundaries, be a team worker who enjoys a challenge and be persistent in carrying out the allocated tasks and achieving the goals. They should have experience of lifting and handling.

It is essential that the post holder be a driver and have the use of a car. It would be advantageous if the postholder lived within easy traveling distance of Longniddry.

The post is part-time, up to 10 hours per week, with occasional overtime to cover staff sickness and annual leave. The successful candidate will join a small staff team. Annual training is provided. This will include topics like Dementia and on Lifting and Handling.

The rate of pay is £11 per hour.

Please apply as soon as possible by either sending in your CV or completing and returning an application form.

For more information and an application form, please obtain an application pack. This can be downloaded from the recruitment section of [www.lothiancil.org.uk](http://www.lothiancil.org.uk) or by emailing [pajobs@lothiancil.org.uk](mailto:pajobs@lothiancil.org.uk) and quoting reference MMT 1. Alternatively, you can call 0131 475 2558, quote reference MMT 1 and leave your contact details.

You can send in your CV either by email to [pajobs@lothiancil.org.uk](mailto:pajobs@lothiancil.org.uk) and quote reference MMT 1 or post to MMT 1 Recruitment, LCIL, Norton Park Centre, 57 Albion Road, Edinburgh, EH7 5QY.

# Application Form for Job Reference MMT1

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](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.