Date as Postmarked

Dear Applicant

# Re: Job Ref AP-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**

**For Teenage Girl**

The aim of the job is to provide assistance to my daughter, a young teenage girl, with guidance from me, her mother.

A Personal Assistant is employed to help her live her life the way she chooses. Getting the right assistance when she needs it will allow her to lead her life more independently. A Personal Assistant will enable her to do this by listening to guidance from me and her and following any instructions along with spending time to get to know her.

It is vital that you have good communication and listening skills as you will be required to assist my daughter with the tasks below, without close supervision from me. You will therefore need to be able to work on your own initiative whilst at the same time be respectful of my own and my daughter's wishes.

The job will involve assisting her in the morning, afternoon and/or evenings including support with snacks/meals, daily activities, socialising and, for going to bed routines, some aspects of personal care. Like most people, her day varies so it is difficult to list every task that is expected of a Personal Assistant.

The job may requires providing assistance with any of the following:

**Independent living/Personal Care Tasks**

* Assistance with dressing/undressing
* Assistance with brushing hair and teeth
* Assistance with eating and drinking
* Assistance with toileting
* Assistance with getting comfortable at bed-time

**Domestic Tasks**

* Preparing and cooking food
* Cleaning up after food preparation

**Social Tasks**

* Assistance with games, music, baking, arts and crafts and other activities
* Support with socialising with friends at home and out of home

**Personal Qualities**

I am looking for a Personal Assistant who is friendly and approachable with a good sense of humour. You must be reliable, trustworthy, punctual and able to work well without close supervision, You must be able to follow instructions and provide required support. You need to be aware of and sensitive to my daughter’s needs so you must be able to listen to her especially when she says she is tired or uncomfortable. As a Personal Assistant is required to work one-to one, it is important that the employer and employee maintain an open and honest relationship.

Due to my daughter’s health it is vital if you are unwell with any respiratory illness, or showing any signs of cough or cold, you must notify me to check if it is safe for you to come to work or not.

**The Post**

Hours: Between 3 and 9 hrs per week between 28/6/21 and 16/8/21. Can be morning/afternoon/evening weekdays/weekend approx. 3 hours per shift. Hourly rate is £11.71

Shift details: To include Mon, Wed and Thur 9am-12noon, varied weekdays 2pm-5pm, possibly some evenings. All shifts can be arranged in discussion with my mum.

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| **Application Form for Job Reference: AP-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 references e.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 :

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

To : **LCIL**

**Norton Park**

**57 Albion Road Edinburgh EH7 5QY**