Date as Postmarked

Dear Applicant

# Re: Job Ref AP WN ML

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 you submitting your application, then 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 AP WN ML**

I am a disabled woman who is currently at Drummond Grange near Loanhead but plan to eventually get back to my own home. I am looking for a friendly, flexible and reliable PA with a wide range of interests to support me with a range of tasks and activities in my home and in the community.

I enjoy my garden, shopping, crosswords and watching television. I am manual wheelchair user who is upper and lower limb immobile, so general good health and the ability to push my wheelchair is a must.

Some flexibility would be advantageous. I would be looking to have support between five and six hours per week. Some occasional overtime may also be available.

The rate of pay is £15.00 per hour.

**Personal Care**

* Complete assistance with showering / bathing
* Assistance with dressing and undressing
* Assistance with drying, brushing and to straighten hair
* Assistance with medication – removing from dosettes and hand to client
* Assistance with foot and hand care
* Assistance with toileting – catheter care and managing my bowel regime

**Domestic Care**

* Preparing and cooking food – I prefer to have food cooked from fresh and also cooked in the oven rather than the microwave
* Washing dishes and general cleaning of kitchen
* Laundry and ironing
* General cleaning and tidying of house
* Assistance with shopping

**Health Care**

* Bike – I would need assistance with this on a daily bike and regularly throughout the day as this helps me with muscle strength.
* Hospital Visits – I would need assistance to attend appointments.
* Physiotherapy
* Occupational Therapy
* Massage
* Podiatrist
* Dentist
* Support for MS
* Hoist
* Toileting Program

**Socialising (wellbeing)**

* Be able to go to pubs, cinema, theatre, football etc. with or without friends
* Shopping for pleasure
* Assistance with dealing correspondence, opening envelopes, filing, etc.
* Holidays with or with family and friends
* Hairdressers
* Beautician
* Attending information days, conferences etc

**Other items**

* Transport for all
* Gardening
* Laptop – this would be used to assist me to do online grocery shopping, manage my finances – including personal and direct payment administration, diary management, etc.

Any other reasonable tasks.

**To apply either send in your CV or complete and return an application form as soon as possible.**

**CV should quote reference AP WN ML and either be emailed to** **pajobs@lothiancil.org.uk** **or posted to AP WN ML Recruitment, LCIL, Norton Park Centre, 57 Albion road, Edinburgh, EH7 5QY.**

# Application Form for Job Reference AP WN ML

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 by 4 pm on the closing date.

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.