Date as Postmarked

Dear Applicant

# Re: Job Ref AH22 IMC

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, 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

**Ref AH22 IMC Job Description for Personal Assistant**

A Personal Assistant (PA) is someone who is employed to assist me, a bed bound older woman with chronic pain, fatigue and allergies, with daily life and independent living. I require assistance with all aspects of personal care and daily living tasks. Whilst I do have a routine for my care, it is also essential that my PAs can be adaptable as things can often change.

I suffer from chronic pain/fatigue, and multiple intolerances/allergies. I manage my condition primarily through diet and lifestyle routine. In doing so, I must avoid the allergens and irritants that may aggravate my condition. This is reflected in my diet, medications, and household. **This does also include perfumes, so PAs/visitors to my home must be aware that they need to refrain from wearing these.**

I have difficulty with cognitive dyslexia and can have difficulty with remembering and thinking things through methodically. Therefore, I require a lot of prompts, (written or verbal) to remind me.

It is important that the PA can listen well to my instructions and those of my lead PA team, and carry these out willingly, often without supervision. The PA should also respect my dignity, privacy, home, and right to confidentiality.

A Personal Assistant should be able to handle the tasks of lifting and bending. The tasks below are given in further detail:

**DAILY LIVING TASKS**

The PA will be required to assist me, the employer, to live my life as I choose. The primary responsibilities of this role are personal care, serving meals, and cleaning. However, the PA will be expected to assist me with other tasks as directed by me, the employer, or by other members of the lead PA team. It is essential that the PA is able to follow instruction as well as work independently without direction.

**SKILLS AND QUALITIES**

Given the tasks outlined above it is essential the PA can demonstrate the following skills and qualities:

* Generally, fit and healthy
* Adaptability
* Sensitivity
* Reliability and Punctuality
* Initiative
* Open and honest
* Good written and verbal communication skills
* Computer literate – specifically with Apple devices (iOS)
* Systematic-Good Organisational skills
* Respect for confidentiality, privacy and dignity

# Application Form for Job Reference AH22 IMC

Please indicate which job you are applying for:

|  |  |
| --- | --- |
| AH22A Tuesday to Thursday mornings (three hours per week) |  |
| AH22B Monday to Friday (ten hours per week) |  |
| AH22 C Saturday and Sunday mornings (two hours) |  |

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