Date as Postmarked

Dear Applicant

# Re: Job Ref RT OH

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 Ref: RT OH Permanent Personal Assistant Position in East Pilton, Edinburgh £12/hour week days-£14/hour weekends supporting, and caring for disabled client**

**No Closing Date**

**The Post**  
  
I’m an independent, friendly and open disabled person and as my PA you would be part of a small team personal assistants helping me with  
physical and mental health impairments.  
  
I've recently moved to Edinburgh and am looking to recruit a replacement PA since one of my PAs has resigned due to travel times.  
  
I’m looking for a PA to work to help me live independently and fully as  
well as enable me to continue working.  
  
While no experience is necessary I am looking for someone with good  
skills, particularly with communication, food safety and working  
independently.  
  
Hours depending on funding from the council.  
  
**Job Description**   
  
Here are some of the regular tasks you will be expected to perform. Note  
that this is not an exclusive list and other reasonable instructions  
must be carried out without objection unless there is a good reason.  
  
Assistance with personal care (dressing and washing)  
Assistance with medication  
Preparing and helping me eat meals  
Helping maintain a clean and tidy environment  
Helping me access exercise.

Helping me unpack and get settled in my new home.  
  
**Person specification**  
Essential criteria  
  
Reliable and a good timekeeper.  
Able to follow precise instruction reliably and able to say immediately  
if an instruction is not understood.  
Able to work alone.  
Flexible attitude and ability to use initiative.  
To be able to respect privacy and keep to strict confidentiality in all  
areas of work.  
Food preparation skills.  
Good communication skills, this does not require English as a first  
language, but reasonably fluent English is required.  
To treat the role as a Personal Assistance role designed to enable my  
independence.  
No lingering smell of cigarette smoke (allergic).  
Able to work with animals (I have 3 cats).  
Non-judgemental and open minded.  
Vaccinated against covid or willing to be vaccinated (or medically  
unable too)  
  
Desirable Criteria  
  
Willing to wear a mask when in close contact.  
Flexible availability.  
Confident cook.  
Reading this advert completely – you can demonstrate this by telling me  
what my favourite colour is (purple).

**Hours of work and Rate of Pay**  
  
Short shifts – generally 2 hours/shift. Approximate shift times 5-7pm in  
evening, 9-11am in morning. **£12/hour week days-£14/hour weekends**  
Looking for someone to do up-to 7 shifts a week including every other week.

Looking for someone to start anytime from now till October.

Summary  
  
Short shifts – generally 2 hours/shift. Approximate shift times 5-7pm in  
evening, 9-11am in morning.  
Looking for someone to do up-to 7 shifts a week including every other  
weekend.  
Paid holiday leave and some contractual sick pay.  
No experience necessary but skills important – particularly  
communication.  
£12/hour week days-£14/hour weekends .Works out at over £20k annually pro rata.  
Interviews by remote video chat.

# Application Form for Job Reference RT OH

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 by answering the following questions. |
| What interests you in this role?  What relevant experience do you have (cooking, cleaning, caring work) whether professional or otherwise?  What is your availability? i.e. when are you available from, how many hours a week would you want and when throughout the week are you available/not-available?  Are you a non-smoker or a light smoker with no lingering smell of smoke and willing to wear fresh non-smoked in clothes if required? Cigarette smoke is a severe asthma trigger for me.  Please tell me a bit about yourself generally and what drew you to the job? What makes you stand out from the crowd as an applicant? How do you meet the personal spec?  What do you think of lockdown and the covid-19 restrictions? What steps are you taking due to covid-19 in your day to day life?  Are you already vaccinated against covid or willing to get vaccinated? |

## 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 license 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 |  |  |

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.