Date as Postmarked

Dear Applicant

# Re: Job Ref WOD 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 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

**WOD IMC Job Description**

The purpose of this PA position is to provide assistance to me, a woman who experiences difficulty, mainly with mobility and vision but who is lively and who tries to be active. I live at home with my partner and a weekly dog called Wallace (from Borrow my Doggy). I have another PA who comes two days a week, and I would need you for the other 3 days. A PA will be employed to a) provide me with support and b) to allow my partner to have a break. The job requires providing assistance with the following:

**Weekly Social Tasks**

* Support in the garden. These tasks vary depending on the season of the year but include creating raised beds, sewing seeds, planting, watering, harvesting. weeding etc.
* Once a week, I volunteer at a local primary school, teaching gardening to a group of children. You will be asked to accompany me (we will get you a PVG for this) & assist in an incredibly dynamic & fun gardening group (age 9 & 10).
* Support in the garage. This may not be very often– it depends on how I’m feeling, but when time permits it, includes assisting me making pottery. This involves preparing clay, assisting me with the wheel and kiln and cleaning up the space at the end of every session. No experience needed!
* Support in the gym - exercise machines are in the garage, with the pottery. This includes monitoring my safety when using the machines and making sure I don’t fall.
* Support on my frame runner – to accompany me when I am on my frame runner by walking/jogging beside me, ensuring I do not fall, or assist me if I do fall. Or to be with me & keep an eye on me if I am jogging using the frame runner. If the post holder can drive a car, this would be very advantageous. They would be able, at times, to drive our car to nearby areas where I can use my frame runner.

**Domestic Tasks**

I will require support with or need a PA to:

* Prepare and cook food
* Wash dishes and general cleaning of kitchen
* Shopping
* Washing and ironing clothes (*only now & then. Ironing is rare*)
* Light housework
* To accompany me to a pre arranged health appointments. (*Just occasionally*)

**Personal Qualities**

* Reliable, punctual and trustworthy
* Friendly and easy-going
* Sensitive and approachable
* Sense of humour

**Skills Required**

Demonstrable experience OR knowledge of supporting people with long-term conditions.

Experience of working with children, preferably in an educational or group setting

Ideally have experience supporting people who fall on a regular basis. This could be voluntary experience, including supporting family members and doesn’t have to be paid experience. I will require some assistance to get up from falls as well as support when exercising.

***Nb: if you like the look of this job but are worried about your level of experience, please apply anyway. I would love to hear from you!***

**The Post**

I am looking for someone who can provide flexible support. The support will be required on 3 days per week (6 hours per day, or 2½ days). Overtime or a request for additional hours (eg 4), can be regular. I may also need support with unplanned respite occurs (*not often*).

*Rate of pay £10.92 per hour.*

# Application Form for Job Reference WOD IMC

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 |  |
|  |  |
|  |  |
| 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 |  |  |
|  |  |  |
| Town |  |  |
| Post code |  |  |
| Email address |  |  |
| Telephone number |  |  |
|  |  |  |

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.