Date as Postmarked

Dear Applicant

# Re: Job Ref KB WN ED

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

**Personal Assistant Job Description**

**Job Reference KB WN ED**

The aim of the job is to provide assistance to an adult with a moderate learning disability with guidance from the parents.

The job is based in the Craigmillar/Duddingston area of Edinburgh.

A Personal Assistant is employed to help the adult to live the way they choose whilst at the same time giving them guidance and support to make safe decisions.

Getting the right assistance when I need it will allow me to lead my life independently. A Personal Assistant will enable me to do this by guidance by my parents and following any instructions along with spending time to get to know me. Sometimes I find it hard to communicate what I need and therefore it is vital that an employee has good communication and listening skills.

This job involves assisting me with a variety of tasks. Like most people, my day varies so it is difficult to list every task that is expected of a Personal Assistant.

After a period of familiarisation with your duties, you will be required to assist me with the following tasks, sometimes without supervision from my parents. The post holder will therefore need to be sensitive and respectful of my own and my parents’ wishes.

The job involves setting up community events for me to attend and supporting me whilst I am there, as well as finding new experiences, supporting me with taking part and helping me to prepare for attending future events.

It is essential that the post holder is a member of the Protection of Vulnerable Groups (PVG) scheme or is willing to join.

The job requires providing assistance with the following:

**Personal Tasks**

* Prompting with a daily shower and encouraging me to brush my teeth
* Support with other personal care, as required
* Support with dealing with and responding to mail
* Making medical appointments and assisting with attending the appointments

**Domestic Tasks**

* Planning, shopping, preparing and cooking with me when required
* Washing dishes and a general cleaning of kitchen
* Support with laundry when needed
* Prompting with general cleaning and tidying of the house

**Independent Living Skills**

* Travelling safely
* Communication

**Social Tasks**

* Help with arranging and going to football with or without friends
* Help interacting with other people with same interests
* Assistance with cycling
* Assistance with leisure activities and keeping fit
* Sourcing new community events to attend

**Other Tasks**

* Making arrangements with window cleaner
* Assistance with maintaining upkeep of household items
* Contacting Castle Rock to arrange repairs

**Personal Qualities**

I am looking for a Personal Assistant who is reliable, trustworthy, friendly and easy-going. The ideal candidate should be someone who will enjoy a challenge and has a good sense of humour. It is imperative that an employee is aware of and sensitive to my needs. 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. Punctuality is a must.

**The Post**

The rate of pay will be £10.92 per hour.

I am looking for one temporary personal assistant to do part time work. There is likely to be weekend and evening work.

The hours of work are to be arranged.

# Application Form for Job Reference KB WN ED

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 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 |  |  |

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:

KB WN ED 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.

If sending in a CV, please remember to quote reference KB WN ED and email it to [pajobs@lothiancil.org.uk](mailto:pajobs@lothiancil.org.uk).