Date as Postmarked

Dear Applicant

# Re: Job Ref OH ATW

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 OH ATW: Male Personal Assistant (GOR) required to support disabled man at work (16hrs per week, £11.50 per hour) EH13 Area**

**Interview date to be confirmed.**

**About me**

I am an experienced PA employer and have been employing my own staff for twelve years. Quite simply my PAs are my enablers as they allow me the freedom, choice and control to live life just like everyone else.

I have Cerebral Palsy, which affects the use of my limbs. I can walk short distances with the aid of my stick and assistance from a PA. However, I generally use a power chair when out and about for mobility purposes.

**The post**

Your role will be to support me in my employment as an Independent Living Officer for a local voluntary sector organisation, The Lothian Centre for Inclusive Living (LCIL). The successful applicant will assist me with a variety of tasks directly and indirectly related to my job.

In the short term I am currently working from home due to Covid19 and therefore the successful applicant will support me from my home too. I hope to return to the office, based at Norton Park in Leith one day a week during 2022.

**Essential criteria**

Must be computer literate and be competent in using Microsoft applications, and have good written and oral command of English.

 A UK driver’s license is essential as you will be required to drive me to and from locations once I return to working from the office. You will be required to drive my motarbility vehicle,you must be over 25 to do this.

Prior experience of supporting someone with a disability would be advantageous but not essential.

**Personal qualities**

I am looking for someone who can be professional, both in my work environment and home, is reliable and enthusiastic. Somebody like-minded with a sense of humour would be desirable.

**Hours and rate of pay**

The post is for **16-19 hrs** per week, predominantly **Tuesday Wednesday 10.30am – 16.00 and Thursday 10.30-15.30** however, flexibility required.

Occasionally you may be asked to work additional hours. More hours may become available for home support.

The rate of pay is £11.50 per hour

**The post will be offered based on the completion of paid trial shift(s), this will be confirmed at interview.**

To download an application pack please visit the LCIL website <http://www.lothiancil.org.uk/pavacancies>, or call our recruitment line on 0131 475 2558

Alternatively, please send a CV to pajobs@lothiancil.org.uk quoting job reference **OH ATW**

Please note Lothian Centre for Inclusive Living (LCIL) provides support to individual disabled employers. LCIL is not the employer and only provides the recruitment and administrative support to the individual employer.



**About LCIL**

**Our Background**

The Lothian Centre for Inclusive Living (LCiL) is a user-led not-for-profit organisation. We work with disabled people regardless of their impairments, people with long-term conditions and older people, parents and carers. We support people in East Lothian, Midlothian, Edinburgh and West Lothian.

**Our Aims**

Provide a range of services to support Independent Living, developed and managed by and for disabled people.

Support the right for disabled people to live independently and take control of their own lives.

Provide the opportunity for disabled people to further their own personal and professional development.

Challenge the attitudes, and the physical and social barriers that create disability

LCiL can help you with all aspects of Self-Directed Support (SDS).

Our service areas are:





# Application Form for Job Reference OH ATW

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.