Date as Postmarked

Dear Applicant

# Re: Job Ref SR 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

**Ref SR OH :Two part time personal assistants are required to assist a young man 31 with Autism to support him with social activities and outings**. **EH4 Area**

**No closing date**

**Interview date to be confirmed and will be conducted via video call.**

**The post**

Two part time personal assistants are required to assist a young man 31 with Autism to support him with social activities and outings

Social activities and outings will include but are not limited to-
- Going to the cinema
- Going swimming - He only requires someone on the side of the pool but swimming with him in the pool is encouraged.
- Going shopping
- Going for walks in parks, visiting museums and other places of interest.

He loves to travel and shows great interest in everything around him and whilst being non-verbal can with the right person communicate his needs quite well. He loves music technology gaming and European history, he has particular interests in foreign currency.

Outings will mainly be taken either by bus using the young man’s bus pass +1 card but there is a automatic car available fully insured for any driver over 21 for his outings should he chose to use it.

He will required to be picked up from his home address and taken out by car or bus or tram during the week whilst out he will require lunch as he enjoys going for lunch and eating out.

 **Personal qualities**

Applicants would ideally have some experience of working with adults with autism and challenging behaviour They will also have good personal hygiene and be reliable, trustworthy, punctual and have a good sense of humour with similar interests to the post. Please note that no smoking will be permitted whilst on shift.

**Hours and rate of pay**

The hours will be:

2PM till 6pm either Saturday or Sunday afternoon.

**Please note there are two posts available.**  Flexibility will be required

**Rate of pay**

£16.35 per hour

**Notes/Essential criteria**

The client and his family have strict rules regarding alcohol smoking and drug use. his family do not want to encourage any type of social situation in which their son would be  party of this type of interaction.

The post is subject to PVG scheme checks and if you are not a PVG scheme member, you will be asked to join before any formal offer could be made.

**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 **SR OH**

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.

# Application Form for Job Reference SR 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. 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 |  |  |
|  |  |  |

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.