Date as Postmarked

Dear Applicant

# Re: Job Ref CD 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 you submitting your application, 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

**CD IMC Job Description for Personal Assistant**

The aim of the job is to provide the assistance required by me the employer. I am a disabled mum of two boys, age 18 and 13. I have a physical impairment and I use an electric wheelchair both indoors and out. I have many interests, and I have a good sense of humour.

A personal assistant should provide the help I need at my request. Too often a disabled person can find that those who assist them try to take over and make decisions about what the disabled person should do and how. In fact, you can only provide the assistance I really need by listening to my requests and instructions on how to do tasks. Getting the right assistance allows me to live my life independently.

I require support mainly in the mornings and the afternoons. The aim of the role is to assist me in my role as a mother and follow my instruction. If one of the children was to do something they shouldn’t then I would expect you to just tell me, rather than try to deal with it yourself.

The role of the Personal Assistant will be to provide more prompting rather than hands-on care for the children.

It is important to recognise that the support will be provided within the family home therefore confidentiality and respect for the employer and her family’s privacy and daily routine is of the utmost importance.

# The Post

Open to female applicants only. This is a genuine occupational requirement.

Tuesday 7am to 9.20am

Thursdays 7am to 9.20am

Saturday 9.30am to 12pm

Sunday 9am to 11.30am

Sunday 6pm to 8.30pm

Times may vary over school holidays.

The above shifts can be split up amongst several candidates and therefore don't have to be one person taking on a full contract.

I also have a vacancy for a zero-hours contracted PA, to support me as part of my PA team.  No regular hours are offered but there will be the opportunity to cover staff holidays and sickness, including during the school holidays.

Contracted hours are available from December but relief work will be available immediately

Please see the job description in the application pack for more details. The hourly rate of pay is £11.31 per hour.

**Please note: We do have a dog within the house who is very friendly and is of the Shih Tzu breed so therefore she is small and in no way intimidating at all. We are also a non-smoking household.**

# The Post-holder

You will work as a Personal Assistant taking guidance and direction from the employer. I am looking for someone who has an understanding of children and can appreciate the age gap between my two children and can understand that they will have different needs.

The job requires someone who has good communication and listening skills with an ability to follow instructions. You should be able to work on your own initiative and multitask. As the Personal Assistant is required to help my child get ready for school it is essential that they are punctual.

An ideal post-holder would be someone who is friendly, calm and patient with a good sense of humour. You do not have to be strong to do the job well but general

good health is important. Qualifications are not essential. Applicants should be PVG scheme members or be willing to join.

# PERSONAL CARE TASKS

**Bathing:** The employer requires some assistance with showering - this may include washing my hair, getting dried and dressed. I have a wet-room in my home.

**Dressing:** The employer requires total assistance with dressing and undressing whilst maintaining my dignity.

**Appearance:** You may be required to style/straighten my hair so it is a bonus if you can do this! You will also be required to assist me with shaving of legs and underarms.

**Medication:** You will be required to prompt, provide reminders or bring me my medication.

## DOMESTIC TASKS

**Laundry:** The employer requires assistance with making the beds, and doing some laundry or ironing.

**Cleaning:**  You may also be required to assist with general cleaning, e.g. emptying bins, wiping down surfaces, cleaning the floor, etc.

## OTHER TASKS

**Evenings:** After preparing the evening meal, you will be required to make sure the children are ready for the next day, e.g. clean clothes, checking uniforms, leaving out supper, etc.

**Other:** The employer may require assistance with any other reasonable tasks

# Application Form for Job Reference CD 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, 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.  **Please clearly indicate if you are interested in contracted hours or relief (zero hours).** |
|  |

## 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 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: 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.