Date as Postmarked

Dear Applicant

# Re: Job Ref SB 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 the post has been filled. 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 Description for Personal Assistant

This job entails general duty's consisting of cleaning, shopping, cooking, helping with my wheelchair, helping work my exercise machine and a bit of admin for LCIL.

I was diagnosed with secondary progressive MS in 2002 and was expected to quickly deteriorate. By 2012 I was in a wheelchair but my condition hasn't progressed much since.

This is mainly down to a change in diet,various alternative therapy (BDO, oxygen, acupuncture), good luck and a positive mind set.

I also have a exercise machine that I use for 2-3 hours a day. I live in a central house with nverleith pPark and the Botanic Gardens nearby. I am lucky enough to have visitors daily and my brother makes me delicious food every week. My diet is quite strict as I can't have any dairy, gluten, egg or legumes. I mostly eat fish or chicken but sometimes I have a cheat day and have some fillet steak.

I'm a very organised person and house proud. Before I had MS, I was a chartered accountant. I've also worked as a sound engineer. I've owned my own recording studio, restaurant and even diving schools. I like to think of myself as a "Jack of all trades, master of none" who's lucky enough to have lived a rich and varied life.

I enjoy passing the time in few ways, conversation, games, music, television, literature, watching sports and doing exercises on my hand that doesn't really work.

I have two sons who are 25 and 22. Now they've grown up both are throwing themselves into their work and so I have them around less. Also my carer of 5 years recently left for personal reasons. The combination of these has left me feeling quite vulnerable, especially as my eldest just moved down to Bristol.

Applicants who only require 16 hours would be happily accepted as the job can be split in two. Experience is not the most important thing, a positive mindset is. One of my favorite expressions is 'Yesterday is history, tomorrow is a mystery, today is a gift, that is why it is called the present, so live today'

Looking for aplicants who are good natured, calm, practical and punctual. Its important to remember that experience is not the most important, a possitive outlook is. Training on all machines will be easily given.

**PERSONAL CARE TASKS**

**Showering:** The employer requires assistance with undressing and transferring from wheelchair to the shower chair.

**Dressing:** The employer requires assistance with dressing and undressing.

**Appearance:** The employer requires assistance with grooming.

**Mobility:** I use a Scala-Combi machine for getting up and down stairs in my flat. You will be shown how to use this. I may also require help to use my exercise machine and to do physio exercises.

**Medication:** Some assistance with medication.

**DOMESTIC TASKS**

**Meals:** You will be required to prepare and cooking meals. I am dairy and gluten free and I am also a pescatarian. You must be able to follow strict guidelines when cooking. Good cooking skills are required!

**Cleaning:** The employer requires assistance maintaining the cleanliness of the home. Tasks include vacuuming, dusting and general tidying up and washing and tidying up after meals.

**Laundry:** The employer requires assistance with washing and ironing clothes as well as changing beds

**Shopping:** The employer requires assistance with shopping. You must be mindful of my dietary requirements when doing grocery shopping. This may involve going with the employer or without the employer

**OTHER TASKS**

**Going out:** I will require assistance to go out to restaurants, meet up with friends, go to the theatre, etc.

**Equipment:** You will be required to ensure that all equipment is safe and kept clean and any problems should be reported to the employer immediately.

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

# Application Form for Job Reference SB 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.  |
|  |

## 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 asap.

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.