Date as Postmarked

Dear Applicant

# Re: Job Ref CS CG

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: CS CG- Two Personal Assistants (GOR\*) to support young woman, Livingston area/West Lothian**

I’m a 22-year-old female who enjoys music and playing the flute in a band. I also enjoy craft activities, in particular knitting, crocheting and cross stitch. I’m high functioning and my independence is very important to me, but my current conditions can make that challenging at times.

I’m looking for some assistance with personal care when needed, help with small things around the house and help me to get out and about to engage in social activities.

My ideal PA would be a female with similar interests and would be happy to help me with the tasks needed while assisting me retain as much of my independence as I can.

Specific Challenges – ideal if applicant has experience or awareness of the following conditions however not essential:

* Autism (high functioning)
* Functional Neurological disorder – Functional Seizures, Functional weakness, Tics, Temporary amnesic episodes and Bladder dysfunction
* Non-verbal (Situational) – most typical after autistic meltdowns
* Low mood
* Mental health issues including CPTSD, Anxiety and emotional dysregulation.
* Chronic Pain

**Essential Qualities**

The applicant should also have the following essential qualities:

* Be able to speak in a calm manner and allow extra time for a response.
* Should be able to support me with planning ahead and coming up with suitable travel arrangements
* Have good problem-solving abilities, showing creativity in the support provided to reach desired outcomes.
* Must be flexible around my needs on a day by day means. These needs may be help with showering, help with transferring into wheelchair, help with communication and others. These needs are not always necessary as my condition is dynamic and needs can change quickly.
* Friendly – but able to keep the boundaries between friendship and employer.
* Able to keep time sheet and submit in time for payroll.
* Be dependable with time keeping.

Other

* A PVG / Disclosure Scotland check will be needed on appointment.
* A driver with full driving licence and access to a car would be beneficial but not essential.
* Must be female\*.
* Must be okay around cats.

**Hours / Days of working**

Currently looking to hire two people with the requisite times:

One hour in the mornings ideally between 7am- 8am, however can be slightly flexible, seven days a week.

Further, a supplemental and flexible schedule of six hours a week depending on help needed. This would be for assistance with social activities. A two-week notice of these additional hours would be given in most instances.

This would be a split workload over two people.

The pay would be 12.60 an hour.

Looking to start the hiring process as soon as possible.

\*Gender Occupational Requirement.

**Application Form for Job Reference CS CG**

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](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.