Date as postmarked

Dear Applicant

**Job Ref EB WN ED**

Please find below 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

**Job Description for Female Personal Assistant Ref: EB WN ED**

I’m looking for **female PAs** to work as part of a small team, to help me get the best I can out of life.

You’ll need to assist me with the boring essential things of day to day life eg. personal care, keeping medical appointments, as well as keeping an organised and clean and happy home. I am a confident, happy and determined woman who likes a giggle. I am a very active person and you will need to be open to new ideas.

I would like some of my team to be a confident driver, as I have a rather large vehicle, and to hold a full clean driving licence, valid in the UK. Flexibility would be key to my busy life, someone who is fit-ish, honest, has good communication skills, and will treat me how you would like to be treated yourself. I am open to employing someone who is new to this type of work, or an old hand.

It would be handy although not essential if you lived local to the Southside of Edinburgh.

I have a variety of interests. Amongst these I do: Frame Running, swimming, art and going to speedway meetings. At home I also like to cook, with your assistance (under my instructions, so no need to be a qualified chef!). Also, when the weather allows, I like to do some gardening, and again would give instructions on what I want assistance to do.

You may be asked to accompany me to various teaching things that I do, which will be negotiated in plenty of time.

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The job requires providing assistance with the following:

**Personal Tasks**

* Assistance getting in and out of bed.
* Assistance with showering / bathing.
* Assistance with dressing and undressing.
* Assistance with brushing hair and teeth.
* Assistance with toileting.
* Assistance with eating and drinking.
* Assistance with medication.

**Domestic Tasks**

* Preparing and cooking food.
* Washing dishes and general cleaning of kitchen.
* Laundry and changing bed linen.
* General cleaning and tidying of house.
* Assistance with shopping.

**Social Tasks**

* Help to go to pubs, cinema, theatre with or without friends.
* Assistance when going out on Luna (my Frame Runner).
* Shopping for pleasure.
* Assistance with correspondence – phone calls / letter writing, wording emails.
* Assistance with other leisure activities e.g. board-games, music, reading.
* Assistance with going swimming.

**Other Tasks**

* Assistance to maintain upkeep of equipment e.g. wheelchairs.
* Assistance with gardening.
* Driving.
* Any other reasonable task.

Please apply as soon as possible either by emailing in your CV and covering letter or by completing and returning an application form.

# Application Form for Job Reference: EB WN ED

Please complete the following application form as accurately and in as much detail as possible and return asap, details are at the end of the form.

## Personal Details

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Mobile number |  |
| Home number |  |
| email address |  |
| Postal address |  |
|  |  |
| Post code |  |

|  |  |
| --- | --- |
| Do you have a full manual driving licence valid in the UK? |  |
| Are you over 25? (for driving insurance) |  |
| When could you start work? |  |
| Where did you see this post advertised? |  |

## References

Provide 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.

|  |  |  |
| --- | --- | --- |
|  | Reference 1 | Reference 2 |
| Name |  |  |
| Position |  |  |
| Relationship (boss/etc) |  |  |
| Job title of referee |  |  |
| Company |  |  |
| Postal address |  |  |
|  |  |  |
|  |  |  |
| Post code |  |  |
| Email address |  |  |
| Telephone number |  |  |

## History of Education and Training

|  |  |  |  |
| --- | --- | --- | --- |
| Name of educational establishment | from | to | Qualifications gained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer | Position held | from | to | Main duties and reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Work History (including voluntary work)

## 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 generally be available for work within the period of the day ie. 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 |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |

How many hours are you looking to work? minimum maximum

|  |
| --- |
| What are your present commitments? ie. work, study, family. |
|  |

To help with planning an interview, have you any commitments/holiday dates to be **avoided** over the coming month?

* Date/time

## Declaration

In submitting this completed application, you are declaring the information you have supplied in this application form is true and accurate to the best of your knowledge. Any deliberate falsification will be viewed as gross misconduct and may lead to dismissal without notice.

Application forms to be returned preferably by email to [pajobs@lothiancil.org.uk](mailto:pajobs@lothiancil.org.uk)

or 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 otherwise your application will not be received.