Date as Postmarked

Dear Applicant

# Re: Job Ref HS WN ED

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 of 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 Personal Assistant**

Job ref HS WN ED

The aim of the job is to provide assistance required by the employer, a disabled mum who lives in Inverleith area of Edinburgh.

A Personal assistant is employed to help me live my life the way I choose. Getting the right assistance when I need it allows me to lead my life independently. A personal assistant will enable me to do this by listening to what I want and following my instructions. It is therefore vital that an employee has good communication and listening skills.

The job involves assisting me with a variety of tasks. Like most people, my day varies so it is difficult to list every task that is expected of a personal assistant.

After a period of familiarisation with the duties, you will be required to assist me with the following tasks, sometimes without close supervision. The post holder will therefore need to be able to work on their own initiative whilst at the same time be respectful of my wishes.

You do not have to be strong to do the job well but general good health is important.

It is essential that the postholder have experience in childcare. The postholder will have to either be a member of the Protection of Vulnerable Groups (PVG) scheme or be willing to join. The employer will pay for the cost of PVG membership.

It is essential that the postholder have a full driving license valid in the UK and be willing to use their vehicle during work.

The job requires providing assistance with the following:

# Childcare Tasks (where appropriate)

* Assistance with brushing teeth of child.
* Ensuring children’s safety.
* Playing with children.
* Taking children to and collecting them from school. One of the children goes to school in east Lothian.

# Domestic Tasks

* Preparing and cooking food.
* Washing dishes and general cleaning of kitchen
* General cleaning and tidying of house

# Other Tasks

* Driving
* Assistance with basic computer tech.
* Any other reasonable task

# Personal Specification

I am looking for a Personal Assistant who is friendly and approachable with a good sense of humour. They must be reliable, trustworthy and punctual yet have a relaxed and laid back attitude. It is important that an employee is aware of and sensitive to my needs. As a Personal Assistant is required to work one-to-one, it is important that the employer and employee maintain an open and honest relationship.

The woman would like applicants to meet her and the children first. An easy-going applicant is a must.

**The Post**

The rate of pay is £13.32 per hour (pay rise pending) plus mileage.

She needs support every Friday and on occasional Sundays and Mondays too. Half-day shift can be flexible, depending on availability.

To apply please complete and return an application form as soon as possible.

**Completed application forms can either be emailed to** [**pajobs@lothiancil.org.uk**](mailto:pajobs@lothiancil.org.uk) **or posted to HS WN ED Recruitment, LCIL, Norton Park Centre, 57 Albion Road, Edinburgh, EH7 5GY.**

# Application Form for Job Reference HS WN ED

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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

## 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 |  |  |
|  |  |  |

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.