Date as Postmarked

Dear Applicant

# Re: Job Ref LM GI

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

The aim of the job is to provide assistance as required by the employer, a young disabled woman with multiple conditions, more info further down. I require assistance for my own personal needs.

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.

As you will be working in my home, it is important that you are respectful of this. I am keen to employ someone with whom I can build a relationship based on trust and companionship.

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.

The job involves moving and assisting. Experience would be advantageous but not necessary. All Personal Assistants will be required to keep up to date with any information about my condition – you will be provided with reading materials and you may be provided with training at different times. You do not have to be strong to do the job well but general good health is important.

**About my condition**

I have a number of health conditions, but the main conditions are Ehlers-Danlos Syndrome, Hypermobility Syndrome, Myalgic Encephalomyelitis (ME), Postural orthostatic tachycardia syndrome (PoTS) and Functional Neurological Disorder (FND). For further information about some of my conditions please visit: [www.hypermobility.org](http://www.hypermobility.org) I have employed PAs of all ages who have helped me with this without any problem. You do not need any particular qualification or skill for this part of the job.

# Personal Tasks

* Assistance getting in and out of bed
* Assistance with showering / bathing
* Ensuring my safety when using the bathroom
* Assistance with dressing and undressing
* Assistance with brushing hair
* Assistance with eating and drinking
* Assistance with medication
* Assistance with pain relief - massage

# Domestic Tasks

* Preparing refreshments
* Cooking
* Making and changing my bed / your bed;
* Cleaning and maintain the household – there will be a daily/monthly rota
* Assistance to look after my pets.

# Social Tasks

* Assisting me to attend doctor/hospital appointments
* Assisting me as required when I have visitors in my home
* Assisting with household communication and admin
* Shopping
* Any other reasonable task

# Personal Qualities

* Reliability and trustworthiness
* Friendly and easy-going
* Someone with a “sink or swim attitude”
* Sensitive and approachable
* Good attitude towards all people
* Judgement free attitude
* Punctual
* Sense of humour
* Pet friendly
* Smoker or non-smoker

Please note that I am a smoker

**The Post**

A number of shifts will be available throughout the week which include, daytime hours, sleepovers, evening and weekend. Further details can be discussed at the interview, as this role is open to a variety of part- and full-time working patterns.

# Application Form for Job Reference LM GI

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 |  |
| 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.