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| --- | --- | --- | --- | --- | --- | --- | --- |
| POST OF PERSONAL ASSISTANT, Job ref cg oh | | | | | | | |
| Dear Applicant,  Please find enclosed the job description and application form for the post of Personal Assistant, with job reference: CG OH. The Lothian Centre for Inclusive Living (LCIL) is passing this information to you on the employer’s behalf, and if you are shortlisted for interview, our client will contact you.  Yours Faithfully,  PA Recruitment, LCIL | | | | | | | |
| job description | | | | | | | |
| Title | | | Personal Assistant (PA) | | | | |
| Pay rate | | | £10.56 per hour | | | | |
| Status | | | Full time | | | | |
| Location | | | Edinburgh | | | | |
| Closing date | | | 05/04/2019 | | | | |
| In the role of Personal Assistant, you’ll enable the employer, a sociable and intelligent young man, who has a physical disability and uses powered-wheelchair, to pursue his interests and live independently.  Responsibilities   * Assist him to eat, drink, and prepare food. * Assist him to brush his hair, his teeth, and deal with basic hygiene. * Drive his adapted, wheelchair-accessible van. * Assist him to attend various social and leisure activities. * Assist him with domestic tasks, errands, and administrative matters. * Assist him in and out of bed by use of a ceiling hoist when he feels tired. * Assist him to use his ventilator when he feels breathless.   Skills and experience   * Excellent communication and conversational skills. * Understanding, patience, and enthusiasm. * Experience helping someone with a disability. * Driving licence and PVG check is essential. | | | | | | | |
| completing the Application Form Complete your application accurately and in as much detail as possible. Shortlisting for interview is based on information that you supply on this form and how it relates to the job description. | | | | | | | |
| Personal Details | | | | | | | |
| Title | | |  | | | | |
| Forename | | |  | | | | |
| Surname | | |  | | | | |
| Telephone | | |  | | | | |
| Mobile | | |  | | | | |
| Email | | |  | | | | |
| Address | | |  | | | | |
| Postcode | | |  | | | | |
| education & training history Provide education and training history, stating the institution, title of course, and dates attended. | | | | | | | | |
|  | | | | | | | | |
| employment history Provide employment and voluntary history, stating the organisation, job title, responsibilities, and dates employed. | | | | | | | | |
|  | | | | | | | | |
| skills & experience Describe your skills and experience, and how these are suited to this post (they do not need to have been gained in paid employment and may include interests relevant to this post). | | | | | | | | |
|  | | | | | | | | |
| work availability Indicate times you are available to work (this will be discussed at interview). | | | | | | | | |
| day | morning | | | afternoon | | | evening | |
| Mon. |  | | |  | | |  | |
| Tue. |  | | |  | | |  | |
| Wed. |  | | |  | | |  | |
| Thu. |  | | |  | | |  | |
| Fri. |  | | |  | | |  | |
| Sat. |  | | |  | | |  | |
| Sun. |  | | |  | | |  | |
| pvg scheme The Protecting Vulnerable Groups (PVG) membership scheme is managed and delivered by Disclosure Scotland. It helps makes sure people whose behaviour makes them unsuitable to work with children or protected adults, cannot do ‘regulated work’ with these vulnerable groups. To apply for PVG membership, visit: <https://www.mygov.scot/apply-for-pvg/> | | | | | | | | |
| Are you a member of the PVG scheme? | | | | |  | | | |
| What is you PVG membership number? | | | | |  | | | |
| Additional Information | | | | | | | | |
| Do you have a full driving licence? | | | | |  | | | |
| When can you start work? | | | | |  | | | |
| Where did you hear about this opportunity? | | | | |  | | | |
| declaration I declare that, to the best of my knowledge, the information I have given in this application form is accurate. I understand that deliberate falsification on my part will be viewed as gross misconduct and may lead to my dismissal without notice (sign at interview if completing electronically). | | | | | | | | |
| Signature | |  | | | | | | |
| Date | |  | | | | | | |
| references Please state the details of two referees who will be contacted to provide references in support of your application e.g. former employers, college tutors, other professionals. | | | | | | | | |
|  | | 1st referee | | | | 2nd referee | | |
| Forename | |  | | | |  | | |
| Surname | |  | | | |  | | |
| Job Title | |  | | | |  | | |
| Organisation | |  | | | |  | | |
| Address | |  | | | |  | | |
| Postcode | |  | | | |  | | |
| Telephone | |  | | | |  | | |
| Mobile | |  | | | |  | | |
| returning the application form Return the completed application form by the closing date, quoting job reference **CG OH**, by email to [pajobs@lothiancil.org.uk](mailto:pajobs@lothiancil.org.uk), or by post to:  PA Recruitment,  Lothian Centre for Inclusive Living,  Norton Park Centre,  57 Albion Road,  Edinburgh,  EH7 5QY | | | | | | | | |