**Personal Assistant Job Description – DAJ/DP/001/18**

**Hours: 7 hours per week  
Wage: £8.30 per hour  
Location: Fenham**

**My name is David, I live in the Fenham area of Newcastle and I am looking to employ a part time personal assistant to provide the support I need both within my home and out and about in my local community and possibly further afield with social activities.**

**Initially a large part of the role will be encouraging and motivational, working with me to help with the maintenance of my home and garden.**

**In the house this could include help with domestic tasks such as tidying, cleaning, laundry, dishwashing and all other general household tasks. Sometimes this will be you performing these tasks for me, but other times it will be assisting me to do them with you. My ability to participate will depend upon my motivation.**

**In the garden you will need to be capable of all standard maintenance tasks, grass cutting, pruning, weeding, general tidying and all other basic garden tasks. Again, whilst sometimes you may need to do these tasks for me, the general idea is that we will work to do them together.**

**I am also looking for someone who can be quite flexible about the days and times they work, as these may vary considerably from week to week.**

**I like walking and although I’m not wanting to go hiking for massive distances I have in the past enjoyed walking from Corbridge to Hexham. So whilst I’m in no way requiring an Olympic athlete I am looking for someone who is reasonably active and would be happy to accompany me on relaxed but sometimes fairly lengthy walks. You’ll also need to cope with my occasionally eccentric sense of humour. Applicants need to be good motivators and conversationalists.**

**I don’t have a car myself, and a car driver would be useful, but not essential.**

**There is no particular personal care involved in this role and I am happy to consider applicants from all backgrounds and walks of life.**

**Person Specification**

**To be my personal assistant you should:**

* **Be sufficiently fit and active to meet the requirements of the role**
* **Be willing to work under my direction and work to motivate me**
* **Be flexible**
* **Be friendly**
* **Not smoke in my home (although I do smoke in the garden myself)**
* **Not drink alcohol when working for me**
* **Have good general health**
* **Be reliable and trustworthy**
* **Be a good time keeper**
* **Be able to work in different settings**
* **Be able to keep a confidence**
* **Be patient when doing repeated tasks**

**Closing date: Thursday 22nd March 2018**

**APPLICATION FORM**

**For the job of: Personal Assistant**

**IMPORTANT: The form must be completed in full. A curriculum vitae will not be accepted as a substitute.**

**PERSONAL DETAILS**

Full name:

Address:

Postcode:

Telephone number (Work): (Home):

e-mail address:

National Insurance Number:

Do you hold a current full British driving licence?

If yes, for how long?

Do you have your own transport?

Has your driving licence ever been endorsed?

If yes, please give brief details:

## EMPLOYMENT HISTORY

Have you worked as a Personal Assistant before?  Yes  No

If yes, please tell me the employer’s name and address:

Please tell me briefly about your present occupation (paid or unpaid):

(Please continue this information on a separate sheet if necessary)

Please tell me briefly about your previous occupations (paid or unpaid):

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| Date | Employer | Position | Reason for leaving |
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**EDUCATION**

Please give details of your education/training:

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| Date | School/College/ University/Trainer | Qualification | Grade |
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**EXPERIENCE AND FURTHER INFORMATION**

*What skills and qualities do you think you would need to be a Personal assistant?*

*What skills and experience do you have relevant to this post?*

*Please tell me briefly, why you want to work as a Personal Assistant?*

**AVAILABILITY TO WORK**

Please state any days/times that you would be unable to work:

Could you work extra hours at short notice?

**WILLINGNESS TO PERFORM TASKS**

I may need assistance with form filling, paying bills and shopping. Are you able to:

Read:

Write:

Do simple arithmetic:

Would you be prepared to work in a house where smoking is not permitted?

Please tell me if there are any Personal Assistance tasks that you couldn’t perform, either for religious, cultural or medical reasons or just because you wouldn’t want to.

Please tell me if you have any medical or mental health problem(s), which may affect your work as a personal assistant in any way?

When would you be able to start work?

Where did you see this advert?

**DETAILS OF CRIMINAL CONVICTIONS**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). Applicants are not entitled therefore to withhold information about convictions which, for other purposes, are 'spent' under the provisions of the Act unless they are subject to filtering. Any information given will be completely confidential.

Declaration: Have you had any criminal convictions that are not subject to filtering? Yes/No

If yes, please give full details. Use a separate sheet if necessary

**REFERENCES**

Please give the name, address, telephone numbers and where appropriate the e-mail addresses of two people who have agreed to act as referees for you. One should be a current or most recent employer if you have one; they should not be a member of your close family.

1. Name:

How do they know you:

Address

Tel no:

e-mail:

Contact following Interview but Prior to Job offer? YES or NO

2. Name:

How do they know you:

Address

Tel no:

e-mail:

### Contact following Interview but Prior to Job offer? YES or NO

**DECLARATION**

I confirm that, to the best of my knowledge, the information on this form is accurate and that I have not omitted any facts, which may have any bearing on my application. If I am employed and it later becomes apparent that the information is not accurate, I will be dismissed.

Signed Date

Please return this form as soon as possible, ideally by email to: [directpayments@disabilitynorth.org.uk](mailto:directpayments@disabilitynorth.org.uk)

If it is not possible to return by email then please post to: DAJ/DP/001/18 Direct Payments, Disability North, Castle Farm Road, Newcastle upon Tyne, NE3 1PH.

If posting, please ensure correct postage is used as the envelope will probably require a ‘large item’ stamp.