**Job Description**

**Female Personal Assistant**

**ref: AJO/DP/001/18**

**Hours :** 9 hours per week

**Rate of Pay:**  £8 per hour

**Purpose of Job**

I'm looking for a female PA to work 9 hours per week. The role is very varied including household tasks, prompting, assisting me to broaden my social activity and a range of support work. My health and pain levels fluctuate, so what I can do and the amount of support I need can vary from day to day. This means that some days may be almost entirely dominated by household tasks and others might be entirely getting out and about. There are no set days/times, so we can arrange the 9 hours per week to fit my needs and your availability.

**Household Tasks**

I need assistance with things like cleaning the kitchen and bathroom, sweeping, cleaning, and hoovering floors, general housework tasks like taking the rubbish out, dishes, hanging my clothes to dry, changing bed covers, dusting, helping me keep things tidy and organised, and whatever else crops up that I need help with around my home.

Other tasks would include cooking or help with cooking meals and planning my meals (it depends on how bad my pain etc is). I'm currently trying very hard to lose weight so knowing about healthy food would be great, but not essential! You would also be collecting prescriptions, topping up gas key and electricity card, posting letters, helping me plan my week, taking me to doctors/hospital and other appointments and taking me to the supermarket or picking up a few things from the supermarket for me. You do not need to be a car driver as we can use public transport.

**Social Activity**

Whilst helping me with a variety of practical tasks (as above) is an integral part of the job, the main aim of the role is to spend time with me so that I don't become too socially isolated. You would spend time with me at home, maybe playing a board game or doing some arts and crafts, or just having a coffee together. On good pain days I would like to go out to Starbucks or the cinema/theatre or Pokemon hunting, or anywhere else I'd like to go and as my Personal Assistant you would accompany and support me with this.

I have 3 cats so I need someone who like animals, I love music especially rock, indie and pop, I love Supergirl and The Flash, Grey's Anatomy, Orphan Black, and, Buffy. I like creative things like writing, drawing and arts and crafts and I love to learn new things about almost anything.

**Personal Assistant Person Specification**

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

* Be willing to work under my direction
* Be non judgemental
* Be able to remain close by at all times when working for me.
* Have good communication skills
* Have a positive attitude towards social inclusion
* Be confidential in your work and understand the importance of this.
* Be patient when doing repeated tasks.
* Not drink alcohol when working for me
* Have good general health
* Be reliable and trustworthy
* Be a good time keeper
* Be able to work at short notice
* Be able to work in different settings
* Be able to accept responsibility and work on your own initiative
* Be clean and tidy to my specification
* Have at least basic reading, writing and number skills
* Be flexible

You do not need any formal qualifications but you must be willing to learn how to do the job under my direction.

**APPLICATION FORM**

**For the job of: Female Personal Assistant**

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

**YOUR PERSONAL DETAILS**

Title:

First Name: Middle Name:

Last Name:

Address:

Postcode:

Telephone number (Home): (Mobile):

E-mail address:

National Insurance Number:

Do you hold a current full, clean driving licence which is valid in the UK?

If yes, for how long?

Do you have your own transport?

**TELL US ABOUT YOU……**

What makes you a good candidate for this post? Please make your response relevant to this particular post and detailed Job Description.

What achievements are you most proud of?

What do you like to do in your spare time? What are your interests and hobbies?

**YOUR EMPLOYMENT HISTORY**

What is your current job (paid or unpaid) and what do you most enjoy about it?

(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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**YOUR EDUCATION AND TRAINING**

Please give details of your education/training including any qualifications relevant for this role:

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| --- | --- | --- | --- |
| Date | School/College/ University/Trainer | Qualification/Training Course | Grade |
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**A FEW MORE QUESTIONS……**

Could you work extra hours at short notice?

I may need assistance with form filling, paying bills and shopping. Would you be able to help me?

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.

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 details of two people who have agreed to act as referees for you. One must 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

**Closing Date: Thursday 17th May 2018**