**Job Description**

**Job Title:** Personal Assistant

**Rate of pay:** £9.00 per hour

**Hours**

There are various different shifts available including:

* Saturdays - Morning, afternoon and evening shifts
* School term time - Monday-Friday before school
* School holidays - Monday-Friday - Morning and early afternoon shifts

There is some flexibility with start/finish times to take into account existing work commitments. We are very happy for someone to combine shifts e.g. morning + afternoon shift.

**Purpose of Job**

I am looking for some positive and enthusiastic people to join our lovely team of Personal Assistants supporting my son and daughter. You would be working alongside myself or other staff caring for the children on a one-to-one basis. Both children have autism and a learning disability.

My daughter is 12 and is a lively, happy girl who thrives on one-to-one social interaction. She loves to have quiet time listening to music or watching videos with someone there for company and singing! She is full of fun and has a very infectious laugh.

My son is 10 and is affectionate and bursting with energy. He can be shy but really enjoys spending time with people. He thrives on physical activity, particularly swimming and climbing. He is physically very able and can be very adventurous in his play.

Both children love to have fun and a large part of the job will involve accompanying them on outings to museums, the trampoline park, swimming etc and supporting them in many different activities. It will also involve time spent playing at home and helping the children to gain more independence with routine tasks such as toileting, eating, dressing and washing.

Previous experience in a similar area is desirable, although not necessary as full training will be provided. As the children are quite active you will need good general health. Most importantly you should be caring and patient and motivated to learn how best to support the children.

Closing Date: **Tuesday 7th August 2018**  
(but please return your completed application form as soon as possible)

**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.**

**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?

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

Your application will be passed on via email or post to the service user or their nominated person who is advertising.

Disability North will electronically store your application form for 6 months after this recruitment ends, it will then be deleted.

If you are successful your application form will be stored electronically throughout the course of your employment and 6 months thereafter. It will then be deleted. We may share your information with our payroll service in order for them to carry out the payroll service to your employer.

If a DBS is required we will scan and email your DBS information to the information officer at Newcastle Civic Centre. Documents will be stored securely and electronically until the DBS comes back and they will then be deleted.

To view Disability North’s Privacy Notices visit <http://www.disabilitynorth.org.uk/about-us/privacy-notice/>

Consent for information on recruitment services.

**Please tick the box beside any of the sections that interest you:**

* **Yes please add me to the vacancies bulletin mailing list**

A fortnightly bulletin summarising current PA vacancies with local employers

* **Please send me further information on the Matching Service**

Using a generic application form we will store your details which can be viewed by our Service Users when looking for PA support.

If you consent to any of the above and later wish to remove your consent, please contact [directpayments@disabilitynorth.org.uk](mailto:directpayments@disabilitynorth.org.uk) and we will no longer send you information on that topic.