Personal Assistant Vacancy

Job Description

**Hours:** 5 hours per week (40 minute shifts but will pay hourly rate over 5 days)

**Rate of pay:** £9 per shift

**Location:** Jesmond (near Metro)

We are looking to recruit a Personal Assistant to cover July and August and possibly September to support my wife in an evening. There is a shift every day (5 days per week). Each shift will probably normally only take 40 minutes and then you will be able to go.

The role is to support my wife around the evening meal and bed time routine, assisting her getting undressed and brush her teeth and helping me wash up, leaving everywhere tidy.

My wife has limited vision so it is important for accident prevention and to maintain her independence that everything is put back where it belongs.

Each shift starts at 8.30pm. These shifts are from Monday to Friday (so 5 in all). Please indicate on the application form if you are wanting specific shifts or if you would be happy to do any that are available.

Because of the short nature of the shifts each day, the role may suit someone who lives in the locality, Jesmond, near the City Centre/Royal Grammar School.

Personal Assistant Person Specification

To be our Personal Assistant you must:

* Have good communication skills
* Have a positive attitude towards social inclusion
* You must not smoke in our home
* Be confidential in your work and understand the importance of this
* Be patient when doing repeated tasks
* Not drink alcohol when working for us
* Have good general health
* Be reliable and trustworthy
* Be a good time keeper
* Be able to work at short notice
* Be able to accept responsibility and work on your own initiative
* Be clean and tidy to our 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 our direction.

**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?

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.

Which days of the week are you able to work (all shifts are from 8.30pm).

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.