

Supporting people with disabilities to live a good life by being **valued**, **included** and by having **real choice**.



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How to complete a PA Form

Personal Assistant - Your Summary

Your summary is the information we will initially share with families/individuals that could be potential matches.

First Name ONLY *

Short answer text

Area you live (e.g. Beech Hill, Wigan, Hindley Green, Leigh, Astley ,etc) *

Short answer text

Age *

16-20

21-30

31-40

Sections 1 - 3 include your personal details

Please state reference number of advert e.g.GB2

Section 2 will be sent to the prospective employers so please only include your **FIRST** name on this area with a general area of where you live.

QUESTIONS

Waking Nights

School Holidays

Areas you would like to be considered for work in the Wigan and Leigh Borough *

Long answer text

Describe previous personal assistant experience? *

Long answer text

Current position and notice required *

Long answer text

Section 4 Example to:
Please describe any previous personal assistant experience?

I have worked as a personal assistant for the past 10 years. During this time, I worked for 5 different employers. Some of the roles I have held overlap as I required a higher number of hours than the employer could offer. Each role I have left has been due to a change of circumstances rather than any issues between me and the employer. The roles I have held include:

Employer 1 – Mark: July 8th 2012 – July 8th 2015: This individual has a condition called autism and a mild learning disability. He finds going to new places very difficult, and anxiety provoking. In addition, Mark finds interacting with others difficult, cannot manage his own finances and struggles identifying danger. My role was providing empowering support for Mark and ensuring that he was able to access his local community, develop his skills and lead a meaningful life, whilst being safe and well supported.

As well as the practical support I offered Mark, he loves music as do I. We would regularly sing in the car, on karaoke or in his home. I believe we had a very strong relationship and we remain in contact today.

Employer 2 – Henry: January 2012 – May 2016: Henry requires 24/7 support due to the complex nature of his disability. Henry does not use words to speak and uses a wheelchair to get around. To work in this role, I had to access moving and handling training, medication training and learn how to use additional forms of communication. I found this role extremely rewarding. Although Henry’s needs are complex his desire to achieve his goals was not affected. I felt that I was able to assist with this on a daily basis which gave me a huge amount of job satisfaction.

Employer 3: Ryan: 2013 Feb – 2018 March: Ryan is 38 and has a learning disability. His learning disability impacts on his ability to recognise danger and perform daily tasks unassisted. Ryan can also become agitated, and he finds it difficult to communicate the source of his frustration. For this role, I needed to learn a range of strategies to help Ryan remain relaxed. A key strategy I used during my time working with Ryan was distraction. If I noticed, he was becoming fixated on a certain topic or person I would change the subject asking him questions or singing songs. This really helped Ryan continue with his daily routine without becoming upset.

I am more than happy to discuss the roles I have held, should I be invited to an interview.



If you would like further information
call us on: 01942 233323

Section 6 Example to:

Please describe the qualities you have to meet this role..

I believe I have a range of qualities that make me suitable for the role of a personal assistant:

Dependable: I believe that the role of a personal assistant is incredibly important. Those who require assistance need their support to be dependable. In previous roles, I have displayed strong timekeeping and punctuality and I am also willing to be flexible when possible.

Positive Attitude: One of my best qualities is my positive outlook. I believe that the people I support deserve my best at all times. Therefore, when I am at work I am enthusiastic in everything I do. I try to make sure that the person I support feels happy and confident in my company.

Self-motivated: In my previous roles as a PA, a barrier has been finding activities or opportunities available in local community. I am motivated to find opportunities that will be accessible and enjoyable for the person I support. When supporting someone to take part in an activity I make sure that I take part in the activity too and show enthusiasm for what we are doing. I believe this is crucial if you are going to be a good PA.

Adaptable: I know that no two people are looking for the same type of support therefore, I am eager to listen to the employer and provide assistance in the way they feel is best. I am also willing to offer flexibility when possible, I know that being a PA means helping people with their day-to-day life and that sometimes extra support is needed.

Please describe any experience relevant to the role...

As well as working as a personal assistant I have a other experiences which make me suitable for the role.

Bar worker: Although this may not appear is appropriate experience, I feel that many of the skills I needed are relevant to the role of personal assistant. For example, when working in the bar, it was key that I build relationships with customers from a variety of backgrounds. This allowed me to develop my social and communication skills. I was able to develop and maintain relationships with a number of people, making them feel like a valued customer. I believe these communication skills will help me be a great PA.

Parent: Whilst I do not believe that being a PA is the same as parenting, especially when working with adults, I feel that being a parent has given me relevant experience. One of these skills is thinking on my feet. When out with my children anything can happen, whether that's falling over and hurting themselves, needing the toilet or being upset. I am able to deal with these situations calmly and efficiently which I feel is useful when working as a PA. I rarely become flustered and am good a problem solving.

College: Whilst my qualification is not relevant to social care, for my college course I needed to be organised, punctual and work to deadlines. I believe that these skills will help me in when working as a PA. I will be able to assist with activities such as planning rotas, organising outings and any other tasks that may be expected of me.

Any additional information you feel may be relevant including hobbies and interests...

I have lots of interests and hobbies and I really believe that I am a fun and engaging person. An example of some of my interests are:

Sport: I really like watching, participating and talking about sport. In particular, I like football and am happy to discuss this topic all day long. Whilst I do not support any team, I am happy to watch or discuss any. I have supported people to take part in sport and watch sport in the past and really enjoyed doing so.

Gardening: I have recently become fond of gardening. My back garden at home required lots of work, however, I now have lots of flowers and hanging baskets that I am really proud of. I am not a great gardener, however, I do love being outdoors and am happy to support people with their garden if needed.

Music: I have always loved music and have an eclectic taste. Some of my favourites are motown, indie and rap. I like going along to live concerts, local bars where there is live music and karaoke bars. I support one individual to go to Barneys Karaoke in Wigan so am able to do this if needed.

Or check out this
YouTube guide



Section 6 of 7

Personal description

Description (optional)

Please describe the qualities you have to meet this

Long answer text

Please describe any experience relevant to the role

Long answer text

Any additional information you feel may be relevant
interests...

Long answer text

To to the online form here: forms.gle/nqguwLASBob3potF9