

## EACH LIFE LTD,

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Dear Applicant,

October 13

### **RE: Live-In Personal Assistant**

Thank you for your interest in applying to Each life Ltd for engagement as a Personal Assistant. To assist you in your decision to apply, I thought it would be helpful to provide you with the background to Each Life and the benefits of working with us.

#### **About Each Life Ltd**

Each Life Ltd provides a range of services from companionship to complex support to adults, older adults and the frail elderly in the comfort of their own homes. Operating as a specialised employment agency, we find, vet, assess competence and introduce suitable, full-time live-in Personal Assistants to our clients. The Personal Assistants work on a self-employed basis under a contract for services with Each Life and agreement in the ways of working with the Client.

Founded and owned by three directors, we are not answerable to "faceless" shareholders. My fellow Directors and myself have a combined experience in excess of 80 years in delivering quality complex community based services to individuals who want to remain independent within the comfort of their own homes, whilst developing and supporting committed teams of staff.

I started my career as a nurse in 1980 and have spent more than 20 years in senior nursing and executive positions. I have pioneered a number of innovative services all of which have helped individuals and families retain independence and "normality" in their lives often following a traumatic event such as a life limiting illness or accident. In addition, I have developed a variety of work forces and created bespoke training courses for staff such as Personal Assistants and Health Care Support Workers providing them with career choice and personal development.

However, the success of these services is largely dependent on the teams of people I work with - People with the same zeal and aptitude to make a difference to others' lives. People just like you.

Former colleagues have described me as “a visionary with a great dose of reality” This passion has been the driving force for the creation of Each Life Ltd and the blue print for providing quality services.

My passion continues to be to develop and empower both our clients, their families and our staff to reach their full potential.

If after reading this, you think you have what it takes to join our dynamic team and join us in helping others less fortunate to live the lives they choose, I very much look forward to receiving your application.

### **About the Application Process**

Please find enclosed your Application Form including Rehabilitation of Offenders Act Form and Equal Opportunities Monitoring Form.

When you have completed the application form, please return it by e-mail to me at [info@eachlife.co.uk](mailto:info@eachlife.co.uk) or by post to the address at the top of this letter. The **Equal Opportunities Monitoring form and the Rehabilitation of Offenders Act form**, should be returned at the same time as the application form. Regrettably, I will not be able to consider applications sent without these forms.

Once received, we will arrange a convenient time to have a telephone (or Skype) call with you to discuss your application. This forms part of the screening process and we will let you know the outcome.

Successful candidates will then be invited to attend a face to face interview, details of which will be sent to you together with any documents you will need to bring with you and any preparation you may need to do in readiness for the interview.

I would like to wish you every success with your application and, once again, thank you for your interest in Each Life Ltd.

With kind regards



**ANNETHAIN**

**DIRECTOR AND CO-FOUNDER**