

8 September 2016



PRIVATE & CONFIDENTIAL

To whom it may concern,

RE: ANTONIO COSTA

We are able to confirm that **Antonio Costa** has been employed by this Company since **20/05/2013** and the position held is a Personal Care Assistant (PA). Antonio usually works on a 4 weeks on 2 weeks off rotation basis.

The work of a PA is arranged on an assignment basis and the nature of assignment based work is such that there is no guaranteed level of work. The role of the PA is to provide live-in specialist care for clients who have a severe physical disability. Most clients have a high level Spinal Cord Injury but some have a progressive neurological condition such as Muscular Dystrophy or Multiple Sclerosis.

The role of the PA is to enable the client to live independently in their own home and to provide help and support to complete everyday tasks such as getting in and out of bed, washing & toileting (including bowel and bladder management), shopping & cooking. PAs may also take Clients to work and to social events.

Antonio has completed the following training with us in relation to his role:

Induction Training- Passed 03/05/2013
SCI Specialist Training- Passed 13/04/2016
Update Training- Passed 13/04/2016

If you would like any further information, please do not hesitate to contact Active Assistance HR department on 01732 749178.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Chloe Alexander', written in a cursive style.

Chloe Alexander
HR Assistant