

Personal Assistant Register

APPLICATION FORM

Please note: to be on the PA Register you will need to sign up to the attached Code of Conduct

The Code of Conduct outlines a set of minimum standards that you will agree to meet when delivering your services. You will need to sign the Code of Conduct as part of the approval process.

Data Protection

The following information will be displayed on our website/given to the public on request:

- Your contact telephone number(s), email address and the area of the city in which you are located
- Your availability and hours of work (including where you want to work and if you are a car driver)
- Your charges and employment status (as appropriate)
- Any other information you provide regarding the service you wish to provide

SECTION 1: PERSONAL DETAILS

Full name:	Mr		Mrs		Ms		Miss	
Date of birth:								
Address:						Postcode:		
Daytime contact number: Mobile number:								
Gender:								
Email address:								
UK National Insurance number:								

SECTION 2: QUALIFICATIONS

Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check.

Subject/Qualification	Place of study	Grade/Result	Year obtained

Personal Assistant Register

SECTION 3: RELEVANT COURSES ATTENDED

Please note that you will have to undertake a basic induction course through E-Learning. Any further training once completed satisfactorily can be shown in your entry on the Personal Assistant Register.

Please list below any training that you have already completed relevant to your role as a Personal Assistant:

Course Title	Training provider	Duration	Year completed

SECTION 4: EMPLOYMENT HISTORY

Are you eligible to work in the UK? Yes No

Please record below the details of your employment history beginning with your **current or most recent first**. If required, please provide additional information regarding your employment history within the 'Additional Information/Achievements' section.

Current/most recent employer	
Employer name	
Employer address	
Type of business	
Reporting to (Job title)	
Telephone	
Your job title	
Start date	
End date	
Grade	
Salary	
Reason for leaving (if applicable)	
Brief description of your duties and responsibilities	

Personal Assistant Register

Current/most recent employer	
Employer name	
Employer address	
Type of business	
Reporting to (Job title)	
Telephone	
Your job title	
Start date	
End date	
Grade	
Salary	
Reason for leaving (if applicable)	
Brief description of your duties and responsibilities	

Current/most recent employer	
Employer name	
Employer address	
Type of business	
Reporting to (Job title)	
Telephone	
Your job title	
Start date	
End date	
Grade	
Salary	
Reason for leaving (if applicable)	
Brief description of your duties and responsibilities	

If successful will this be your only form of employment?	Yes No
If no, please give the name and address of any other employers:	Employer/Company Name: Company Address
If you are currently working, how much notice do you need to give?	
How long have you worked as a Personal Assistant?	

Personal Assistant Register

Employment Gaps

If you have any gaps within your employment history, please state the reasons for the gaps below.

--

SECTION 5: SERVICES PROVIDED

Would you prefer to work with?:

Adults	
Children	
Or both	

Services			
Personal Care		Social engagement	
Medication		Accessing Training and Education	
Shopping		Accessing Volunteering and work	
Preparing meals		Support with hobbies and interests	
Attending health appointments		Support to access sporting opportunities	
Accessing the community		Other	

If other please specify:

--

Have you received any quality accreditation for the services you deliver? If so, please give details:

--

SECTION 6: CHARGES

It is acceptable for approximate charges to be entered here, however, all fees and charges must be made clear to clients, in writing, before service delivery begins.

What is your minimum hourly rate?	£
What is your maximum hourly rate?	£
What is your mileage rate per mile? (leave at zero if you don't charge for mileage)	£

Personal Assistant Register

SECTION 7: AVAILABILITY

Times of day – if you have a preference what time would you prefer to start and finish work? (If you have no preference, leave this section blank)

Start time _____ Finish time _____

Please complete the following table with the days you would be available to work

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							
Night							

Are you able to work during the school holidays?

Yes ☐ No ☐

Are you able to work on Bank Holidays?

Yes ☐ No ☐

Which areas of the city do you wish to work in? Please circle

Barnack	Glington & Wittering	Northborough	Eye & Thorney	Newborough	Paston	Walton	Werrington North
Werrington South	Central Ward	Dogsthorpe	East	North	Park Ward	North Bretton	South Bretton
Ravensthorpe	Fletton & Woodston	Orton Longueville	Orton & Hampton	Central Stanground	East Stanground	Netherton	ANY

Do you have a full driving licence, the use of a car for work purposes and adequate insurance or business insurance?

Yes ☐ No ☐

SECTION 8: GENERAL

Do you have any specialist skills or experience that you can use?

Yes ☐ No ☐

If yes please give details

Have you had a DBS / CRB check done in the last three years?

Yes ☐ No ☐

If so, when was the DBS / CRB check carried out?

You will need to provide proof of your DBS / CRB to the PA Register.

On employment you will be required to pay for a new DBS/ CRB and sign up to the update service (PCVS will facilitate this).

Personal Assistant Register

Do you have a preference for the gender of the person you support? Yes ☐ No ☐

If so, please specify Female ☐ Male ☐

Yes ☐ No ☐

Are you fluent in any other languages?

If so, please circle:

Urdu	Hindi	Punjabi	Bengali	Gujrati	Kurdish	Farsi	Turkish	Arabic	Albanian
Polish	Lithuanian	Latvian	Slovak	Ukrainian	Bosnian	French	German	Spanish	English
Chinese	Somali								

If other, please state:

Level 1 award in British Sign Language

Level 2 certificate in British Sign Language

Level 3 NVQ certificate in British Sign Language

Level 6 NVQ certificate in British Sign Language

Are you comfortable handling / preparing meat and dairy products? Yes ☐ No ☐

Are you comfortable with pets? Yes ☐ No ☐

Are you comfortable with heights or getting up and down stairs? Yes ☐ No ☐

Are you interested in any of the following activities or interests?

Going to the cinema		Socialising		Eating out	
Cooking		Listening to music		Live music / Festivals	
Reading		Gardening		Playing sport	
Fishing		Swimming		Exercise / Gym	
Arts and crafts		Pets / Animals			

Additional Information/ Achievements

Please include any further information that you believe may be useful to clients, for example, hobbies. You can briefly mention achievements in this section. (This will be limited to 125 words)

Personal Assistant Register

SECTION 9: REFERENCES

Please provide the names and full contact details of two people who have agreed to supply references. References should include one previous employer where possible and preferably for employment in a position as a personal assistant or similar. A reference must not be from a personal acquaintance that is related to you or has any financial arrangement with you and will be required to comment on your competence, personal qualities and suitability for the post.

Please note that all references will be followed up **immediately** by PCVS as part of the approval process.

Referee 1 of 2	
Type of reference	
Email	
Title	
Surname	
First Name	
Relationship	
Address	
Telephone	
Fax	

Referee 2 of 2	
Type of reference	
Email	
Title	
Surname	
First Name	
Relationship	
Address	
Telephone	
Fax	

Personal Assistant Register

SECTION 10: SUBMIT & DECLARATIONS

Submit and Declarations Declaration

The information in this application form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed through the PA Register. Where applicable, I consent that PCVS can seek clarification regarding qualification and training details. I understand that by submitting this application record of my interest in the PA Register along with my email address will be held by PCVS.

I confirm that I have read and understood the Code of Conduct and have signed the attached copy.

* I agree to the above declaration

Print Name.....

Sign.....

Declaration

* I confirm that I have read and understood the policies and agree to use the application in accordance with these terms and conditions. I understand that by submitting this application record of my interest in the PA Register along with my email address will be held by PCVS.

Print Name.....

Sign.....

Please send this completed form to:

**Faith Boys
PA Register Applications
PCVS
3 Lincoln Court
Lincoln Road
Peterborough
PE1 2RP
Email: faith.boys@pcvs.co.uk**