|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| If you have any queries about this form, or have any problems completing this form, please contact us on 01592 803280 or by email [enquiries.sds@dphsfife.org.uk](file:///C:\Users\ILO\Downloads\enquiries.sds@dphsfife.org.uk).  Please return your completed form to:  SDS Options (Fife)  Disabled Persons Housing Service (Fife)  Caledonia House  Pentland Park, Saltire Centre  Glenrothes,  KY6 2AQ | | | | | | | | | |
| Customer Information | | | | | | | | | |
| Mr / Mrs / Miss / Ms | | | | | | | | | |
| First Names | | |  | | | Surname | |  | |
|  | Male | | |  | Female | Date of Birth | | \_\_\_/\_\_\_/\_\_\_\_\_ | |
| Address | |  | | | | Contact Details | | | |
|  | |  | | | | Home |  | | |
|  | |  | | | | Mobile |  | | |
|  | |  | | | | Email |  | | |
| Postcode | |  | | | |  | | | |
|  | | | | | |
| Advertisements | | | | | | | | | |
| How would you like us to advertise your PA vacancy? (tick all that apply) | | | | | | | | |

|  |  |
| --- | --- |
|  | On our website |
|  | On our social media |
|  | In our newsletter |
|  | On indeed, jobcentre etc |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | On other websites e.g. FVA, PA Network, Fife Job Clubs, Jobs in fife |
|  | | | |
| How would you like people to make contact regarding the job advertisement? (tick all that apply) | | | |
|  | Contact you directly by phone | | |
|  | Contact you directly by email | | |
|  | No input from SDS required | | |
|  | Send CV to us and we forward it to you | | |
|  | | | |
| Recruitment | | | | |
| How would you like application forms to be sent back to you? (tick all that apply) | | | |
|  | To my personal email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(please state) | | |
|  | By post | | |
|  | Screened by SDS first | | |
| What assistance do you require with shortlisting and interviewing? | | | |
|  | I will shortlist and interview applicants myself – **no SDS assistance required** | | |
|  | I am able to shortlist myself but would like assistance with interviewing | | |
|  | I would like assistance with shortlisting but I can interview applicants myself | | |
|  | I would like assistance with shortlisting and interviewing applicants | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Customer Declaration | | | | |
| Please carefully read below and sign the form as we cannot process further without your authorising signature/s. | | | | |
|  | | | | |
| All information supplied on this form will be processed with SDS Options (Fife) in accordance with the UK Data Protection Act 2018 and GDPR.  I consent to SDS Options (Fife) assisting me with recruiting a PA(s) through the methods detailed on this form.  I understand that by giving consent for my email address to be given out for recruitment purposes SDS Options (Fife) cannot be held responsible for any unwanted mail received.  I agree to the job advertisement and job description attached to this declaration being used for the purpose of helping me recruit a personal assistant.  By signing, you agree to your information being used in this way and that all information supplied on our form is true. | | | | |
|  | | | | |
| Applicant Signature: |  | | Date: |  |
| Representative Signature: | |  | Date: |  |
| If this form has not been signed by the applicant please give the reason why: | | | | |
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