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| 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%3A%5CUsers%5CILO%5CDownloads%5Cenquiries.sds%40dphsfife.org.uk).Please return your completed form to:SDS Options (Fife)Disabled Persons Housing Service (Fife)Caledonia HousePentland Park, Saltire CentreGlenrothes, 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  |

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|  | 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 |

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| 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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