

SDS Options Fife Personal Assistant Register Form

Thank you for expressing an interest in wishing for your details to be retained by SDS Options Fife in respect of clients accessing our service seeking to employ the services of a Personal Assistant. We would ask where possible that you include a recent up to date photograph of yourself to accompany your registration form.

The information that you provide within this form, inclusive of your photograph will be placed on our web page where prospective employers can look through a list of Personal Assistants and choose potential employees that they would like to contact about a vacancy that they may have.

After completing this form we will ask you to give us your consent for SDS Options Fife to share this information inclusive of your photograph via our website acknowledging that this information will be in the public domain and will, therefore, be accessible by members of the public.

SDS Options Fife is unable to endorse any Personal Assistant or employer.

Section 1 - Personal Details

Surname:	HERKES
Forename(s):	LANA
Contact Telephone Number:	07719155803
Email Address:	info@libertyhomecare.co.uk

Section 2 - Driving Licence

Do you hold a current driving licence?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Do you have the use of your own car?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Do you hold business cover insurance?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Section 3 - PVG Scheme

Are you registered with the PVG Scheme?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																
If Yes , please confirm your PVG membership number:	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>1</td><td>3</td><td>0</td><td>7</td><td>3</td><td>1</td><td>3</td><td>4</td><td>7</td><td>2</td><td>3</td><td>8</td><td>0</td><td>5</td><td>3</td><td>5</td> </tr> </table>	1	3	0	7	3	1	3	4	7	2	3	8	0	5	3	5
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Section 4 - Location of Work

Please list below the areas within Fife where you are able to undertake work:

Dunfermline, Cowdenbeath, Kelty, Dalgety Bay, Cairneyhill, Oakley, Valleyfield, Kincardine, Inverkeithing, Kirkcaldy, Glenrothes, will consider most areas.

*For office use only

Date updated:	Notes:	Date updated:	Notes:
Date updated:	Notes:	Date updated:	Notes:

Date updated:	Notes:	Date updated:	Notes:
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Section 5 - Availability to Work

How many hours are For office use only to work per week?	5
Please advise of your availability on weekdays:	Monday: <u> 7am -10pm </u> Tuesday: <u> 7am-10pm </u> Wednesday: <u> 7am -10pm </u> Thursday: <u> 7am -10pm </u> Friday: <u> 7am -10pm </u>
Please advise of your availability on weekends:	Saturday: <u> 7am -10pm </u> Sunday: <u> 7am -10pm </u>
Are you available to work during school holidays?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are you available to work on public holidays?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are you available to work sleepovers/waking nights?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Section 6 - Employment Status

Are you looking to be employed by the client or on a self-employed basis?

- Employed
Self-Employed

Section 7 - Experience, Specialist Skills/Training and Qualifications

Some of our clients may be looking for specific experience, skills and training to meet their support and care needs; please tell us about your experience, specialist skills/training and qualifications that you hold that are relevant to the role of a Personal Assistant?

<p>I hold SVQ Qualifications in Adults – Health and Social Care levels 3 and 4 I have over 20 years of experience working in the care sector and started as a support worker, Team leader, depute manager and manager. I worked and have experience working with client’s with various healthcare issues:</p> <ul style="list-style-type: none"> Learning Disability ASD Physical Disability Mental Health issues Dementia Palliative Care Parkinson’s Disease Epilepsy Catheter Care Behaviour’s that can challenge others Motor Neuron Huntington’s Disease <p>I have received accredited training with all aspects of care.</p>
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I have recently completed training in

Medication
Manual Handling
Coronavirus Awareness
Health and Safety
Infection Control
Communication
Adult Support and Protection

Section 8 - Support Provided

Please let our clients know what levels of care and support you are able to provide:

Personal Care:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Social Support:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Accompanying to appointments or events:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Domiciliary:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Assisting with Medication:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other (please list):	Companionship Palliative Care Meal Preparation

Section 9 - About You

Please let our clients get to know you a little bit more by telling them about your hobbies, interests etc?

I really enjoy spending time in the garden and seeing the fruits of my hard labour! I enjoy cooking and reading. I also spend a lot of time with my family and friends and enjoy our get togethers.

Section 10 - What do you enjoy about being a Personal Assistant?

Please tell our clients what you enjoy about being a Personal Assistant and why you find it rewarding?

I find being my own boss and supporting clients to lead happy lives as independently as possible is extremely rewarding. Gaining trust takes time as does building new relationships. I am a very focussed individual who work within the guidelines of the SSSC. I adhere to confidentiality and have a great reputation for delivering 1st class care standards.
I do charge an hourly rate based on the quality of service provided.

Section 11 - Notifications and Updates

To ensure that our register is kept up to date, we will make contact you by email every 3 months to confirm that you wish for us to keep your details on our register and to confirm that you are still available.

If your information or availability changes or you wish to be removed from our register at any time we ask that you contact us to advise us of this as soon as possible. Your help with this is very much appreciated.

Section 12 - Consent

SDS Options Fife are unable to act as an intermediary between Personal Assistants and potential employers therefore to raise awareness of your services and that you are looking to undertake work as a Personal Assistant we would like to share your information with potential employers and on our Personal Assistant Register on our website. The more information we can share the more they will get to know about you and it will also allow them to contact you directly about Personal Assistant roles that they have available.

By signing this form, I acknowledge the above and give SDS Options Fife my consent to share the information above with prospective employers and on the SDS Options website and to make contact with me by email on a 3-month basis.

Name (please print):	LANA HERKES
Signature:	<i>L. Herkes</i>
Date:	