

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:	SMALL
Forename(s):	LILLIAN (GILL)
Contact Telephone Number:	079375kkk27
Email Address:	LillianGordon1957@yahoo.co.uk

Section 2 - Driving Licence

Do you hold a current driving licence?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Do you have the use of your own car?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold business cover insurance?	Yes <input type="checkbox"/> No <input checked="" 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:	30000000000694002

Section 4 - Location of Work

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

DUNFERMLINE
 ROSYTHE.
 ALL ON LOCAL BUS ROUT.

*For office use only

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

Section 5 - Availability to Work

How many hours are For office use only to work per week?	
Please advise of your availability on weekdays: ANY 5-7.	Monday: <input checked="" type="checkbox"/> _____ Tuesday: <input checked="" type="checkbox"/> _____ Wednesday: <input checked="" type="checkbox"/> _____ Thursday: <input checked="" type="checkbox"/> _____ Friday: <input checked="" type="checkbox"/> _____
Please advise of your availability on weekends: ANY.	Saturday: <input checked="" type="checkbox"/> ANY _____ Sunday: <input checked="" type="checkbox"/> ANY _____
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?

I HAVE MY ADULT PROTECTION AND A DEMENTIA COURSE. I ALSO HAVE A COVID-19 AWARENESS CERTIFICATE.

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 type="checkbox"/> No <input type="checkbox"/>
Assisting with Medication:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other (please list):	

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 love walking going for coffee with my friends.
Rugby spending time with my grandkids. Reading.

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 like getting to know people and helping
and listening it is good to talk and listen.

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):	Lillian Small
Signature:	L Small
Date:	6-8-2021

