

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:	Parter
Forename(s):	Kerry
Contact Telephone Number:	07795026976
Email Address:	Kp1001318@outlook.com

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 / SSSC (Scottish Social Services Council) Registration

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"><tr><td>1</td><td>5</td><td>1</td><td>0</td><td>1</td><td>4</td><td>2</td><td>8</td><td>6</td><td>1</td><td>1</td><td>0</td><td>0</td><td>3</td><td>7</td><td>2</td></tr></table>	1	5	1	0	1	4	2	8	6	1	1	0	0	3	7	2
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SSSC (Scottish Social Services Council) Registration

Are you registered with the SSSC? Yes No

If **Yes**, please confirm your SSSC membership number: 3155171 _____

Section 4 - Location of Work

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

Levenmouth, Kirkcaldy, Glenrothes, Cupar, Cowdenbeath, Lochgelly & Benarty, Dunfermline, Rosyth. I am able to work in areas surrounding many of these also, list is not exhaustive.

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 you available to work per week?	Up to 25 hours (however I can be flexible)
Please advise of your availability on weekdays:	Monday: ___ Any time _____ Tuesday: ___ Morning & Afternoon _____ Wednesday: ___ Morning & Afternoon _____ Thursday: ___ Any time _____ Friday: ___ Any time _____
Please advise of your availability on weekends:	Saturday: ___ Anytime _____ Sunday: ___ Anytime _____
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?

Training and experience with Epilepsy, administering medication, personal care, CALMS & challenging behaviour, mental health conditions, learning disabilities, physical disabilities, moving & handling, wheelchairs and other mobility aids, money handling.
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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):	

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 enjoy trying new things, particularly things that are crafty. I enjoy baking and cooking as well as swimming, reading and watching movies. I have thoroughly enjoyed my time working in care up to this point and have supported individuals to attend ceilidhs, museums, swimming, holidays and various other activities of their choosing – in short, if you want to go, I am happy to support you so you can make the most of it.

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 have found the getting to know and support people to do things they want to do has really made working in care the most enjoyable job. I believe everyone should be able to live a full and fun life and I genuinely enjoy being able to help people overcome their personal barriers so they can make the most of every day. I believe in using a person centred approach to ensure that every individual gets the best support for them.

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):	KERRY PARTER
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Signature:	K.Parter
Date:	13/05/2021