**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: | Tate |
| Forename(s): | Staci  |
| Contact Telephone Number: | 07708935155 |
| Email Address: | stacitate10@gmail.com |

**Section 2 - Driving Licence**

|  |  |
| --- | --- |
| Do you hold a current driving licence?  | Yes [ ]  No X  |
| Do you have the use of your own car? | Yes [ ]  No X  |
| Do you hold business cover insurance? | Yes [ ]  No X  |

**Section 3 - PVG Scheme**

|  |  |
| --- | --- |
| Are you registered with the PVG Scheme? | Yes X No [ ]  |
| If **Yes**, please confirm your PVG membership number: |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 1 | 0 | 6 | 2 | 4 | 2 | 1 | 2 | 2 | 4 | 9 | 0 | 3 | 9 | 1 |

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**Section 4 - Location of Work**

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

|  |
| --- |
| Dunfermline/Duloch/Rosyth |

\*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 you available to work per week? |  |
| Please advise of your availability on weekdays: | Monday: \_All Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tuesday: \_All Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Wednesday: \_All Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Thursday: All Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Friday: \_All Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please advise of your availability on weekends: | Saturday: available occasional daysSunday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Are you available to work during school holidays? | Yes X No [ ]  |
| Are you available to work on public holidays? | Yes X No [ ]  |
| Are you available to work sleepovers/waking nights? | Yes X No [ ]  |

**Section 6 - Employment Status**

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

Employed X

Self-Employed X

**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 started volunteering as a Peer Mentor supporting individuals with disabilities when I was 16, I was employed as a PA and was working as a PA for 5+ years I left due to my hours being reduced. I have worked in a residential home for 6+ years supporting 4 young adults, all ladies were non verbal and needed 24hr support. I work as a CSA with fife council and bank auxiliary nurse for NHS. I have had a lot of experience in autism and I have completed a lot of care training through my work.I have recently completed a NCFE qualification Level 2 Understanding Autism  |

**Section 8 - Support Provided**

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

|  |  |
| --- | --- |
| Personal Care: | Yes X No [ ]  |
| Social Support: | Yes X No [ ]  |
| Accompanying to appointments or events: | Yes X No [ ]  |
| Domiciliary: | Yes X No [ ]  |
| Assisting with Medication: | Yes X No [ ]  |
| 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?

|  |
| --- |
| In my spare time I love to bake, I have my own baking business and love to learn new idea and bake new delicious treats. I am a very active I used to support summer playschemes and after school clubs. I love going to watch the football and I used to play football and hockey. i like going to the gym and go out running. I love to watch movies and going to the cinema |

|  |
| --- |
| **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 love being a PA and find it rewarding because I like to see everyone happy. My mums a foster carer, I have grown up with different experiences and my passion is to be a PA and knowing that I am making a difference to someones life. My wee brother has ADHD and Autism, interacting with him can be difficult at times but we built up a strong relationship as we have the same interests. Its good to see him learning new skills.  |

**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):** | Staci Tate |
| **Signature:** | S.Tate |
| **Date:** | 24th August 2020 |