



**RESPITE NOW**  
support the wellbeing of all

## Personal Assistant Database Application Form

**Name**  
**Address**  
**Postcode**  
**D.O.B Age Gender**  
**Contact Tel**  
**E-mail Address**  
**How did you hear about us?**

**Do you Hold a Full Driving License?**

Yes  No  Provisional

**Do you have a current PVG Check?** (Within the last 3 months)

Yes  No Date of PVG :

**Ethnicity** (For Monitoring Purposes only)

White British  Bangladeshi  
 White Irish  Caribbean  
 Indian  African  
 Pakistani  Chinese  
 White and Black Caribbean  White Asian  
 Other

**Qualifications** (Please tick all that apply)

COSHH  ECDL  First Aid  
 Health and Safety  Meal Preparation  Moving and Handling  
 NVQ in Health and Social Care

**Working With?** (Please tick all that apply)

BSL  Challenging Behaviour  
 Dementia  Learning Difficulties  
 Mental Health Issues  Older People  
 Sensory Impairments  Wheelchair Users

**Your Relevant Experience** (Please tick all that apply)

- Accompanying Meetings  Medical Prompting
- Accompanying to Social Events  Moving and Handling
- British Sign Language  Non-Verbal Communication
- Computer Skills  Personal Care
- Domestic Cleaning  Reading to Others
- Escort in Private Transport / Taxi  Sleep Overs
- Escort on Public Transport  Travel Internationally
- Gardening  Travel Locally
- Handling Post  Travel Nationally
- Hoist Usage  Waking Nights
- Meal Preparation

Other Relevant Experience:

**Languages**

Preferred Language:

Other Spoken Languages:

Preferred Written Language:

Other Written Languages:

**Area Of Work** (Please tick available areas to work)

- East  North East  North West  South  West

**Work Availability:** (Please tick all that apply)

- Monday  Morning  Afternoon  Evenings  Overnight
- Tuesday  Morning  Afternoon  Evenings  Overnight
- Wednesday  Morning  Afternoon  Evenings  Overnight
- Thursday  Morning  Afternoon  Evenings  Overnight
- Friday  Morning  Afternoon  Evenings  Overnight
- Saturday  Morning  Afternoon  Evenings  Overnight
- Sunday  Morning  Afternoon  Evenings  Overnight

**Work Availability Cont:**

- Full Time  Short Notice  Occasional Work
- Part Time  Sessional Work

**Do you have work you would like to continue with if you obtain a new post?**

- No  Self Employed  Part Time Work
- Employment  Agency Work  Sessional Work

**What types of work(s) are you interested in?** (Please tick all that apply)

- Accompanying Meetings  Medical Prompting
  - Accompanying to Social Events  Moving and Handling
  - British Sign Language  Non-Verbal Communication
  - Computer Skills  Personal Care
  - Domestic Cleaning  Reading to Others
  - Escort in Private Transport / Taxi  Sleep Overs
  - Escort on Public Transport  Travel Internationally
  - Gardening  Travel Locally
  - Handling Post  Travel Nationally
  - Hoist Usage  Waking Nights
  - Meal Preparation
- Other: are you comfortable with pets { } yes { } no

**Referee Details (1)**

Name and Address  
Contact Tel:  
Email Address

**Referee Details (2)**

Name and Address  
Contact Tel:  
Email Address

**Other Information** (Please provide any other information about your qualifications interests and experiences)

**Would you like to prescribe to our news letter?**

Yes  No

**Have you had any Criminal Convictions?**

Yes  No

**If yes please provide details** (Having a criminal conviction will not necessarily exclude you from this post)  
**n.b An enhanced PVG check may need to be carried out.**

**I confirm that, to the best of my knowledge, the information on this form is accurate and that I have not omitted any facts, which may have any bearing on my application.**

**I have read and understood the terms and conditions below provided by Respite Now c.i.c and agree to adhere to these at all times.**

**Signed:..... Date:.....**

**Please return this form to: Respite Now c.i.c 65 Oakbank Drive, Cumnock,  
Ayrshire KA18 1BA**

## **Terms and Conditions**

### **1. Termination**

Respite Now may immediately delete your registration without warning if you breach any of these terms and conditions (as may be amended from time to time), if Respite Now c.i.c receives any complaint about your conduct, or if you act in a manner deemed by Respite Now c.i.c to be inappropriate. You may terminate your registration at any time, for any reason, effective upon receipt by us, by emailing a notice of termination to [info@respitenow.org.uk](mailto:info@respitenow.org.uk)

### **2. Our Responsibilities**

The information contained in this web site does not represent any statement by Respite Now as to the suitability or otherwise of the Personal Assistant (PA) User or the PA. We will respect your information and will comply with all applicable data protection legislation in force in Scotland, England and Wales. By registering with Respite Now c.i.c you are consenting to RespiteNow c.i.c using your personal information to provide the services and provide you with information about services offered by Respite Now c.i.c which may be of interest to you. In order to maintain the integrity of this website we reserve the right to forward your contact details to any regulatory authorities when requested to do so, including the police.

### **3. Your Details**

All registered PA profiles are subject to our approval. We reserve the right in our sole discretion to reject or remove any PA at any time if we believe in good faith they fail to conform to applicable laws and regulations, our policies or public interest. Respite Now c.i.c may remove the listing of any PA who has not used the service for a period of eighteen months or more.