

Personal Assistant Directory Application Form

The fields marked with an asterisk (*) are required fields
The fields marked with a face (☺) denote information which will be visible to the public on the Personal Assistant Directory website.

Section 1 – Personal contact details

Have you signed up to the Personal Assistant [Code of Conduct](#) (attached as Appendix 1 to this form)? * ☺

Yes:	
No:	

Title:* ☺	
Full name:* ☺	
Date of birth (dd/mm/yyyy):*	
Gender:* ☺	
Address:*	
Postcode:*	
Daytime phone number:* ☺	
Evening phone number:* ☺	
Email address: ☺	

Section 2 – Employment status and previous experience

Are you currently in work? * ☺

Yes:	
No:	

If yes, how much notice do you need to give?* ☺

No notice (in or out of work):		7 weeks notice:	
1 weeks notice:		8 weeks notice:	
2 weeks notice:		9 weeks notice:	
3 weeks notice:		10 weeks notice:	
4 weeks notice:		11 weeks notice:	
5 weeks notice:		12 weeks notice:	
6 weeks notice:		13 weeks or more notice:	

How long have you worked as a Personal Assistant?* ☺

years	
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Section 3 – Services provided

Which services can you provide?* ☺

Any regulated services will be removed from your profile until you can show proof of your current Disclosure Barring Service (DBS) check dated within the last 3 years to the PA Register Co-ordinator.

For further information, please refer to the [Frequently Asked Questions](#)

Regulated Services:		Non Regulated:	
Personal care:		Social engagements:	
Medication:		Gardening:	
Transport:		Pet care or supervision:	
Shopping:		Handyman:	
Preparing meals:		Cleaning or housework:	
Escorting clients to appointments:		Other:	
Childcare or supervision:			

Please provide details of any other services you can provide: ☺

Can you offer support in a customer workplace?* ☺

Yes:	
No:	

If yes, what kind of support?: ☺

Section 4 – Charges

It is acceptable for approximate charges to be entered here, however, all fees and charges must be made clear to clients, in writing, before service delivery begins.

What is your hourly rate?* ☺

Minimum:	£
Maximum:	£

Enter the same values for both minimum and maximum if you don't have different charges.

What is your mileage rate per mile? ☺

Leave as zero if you do not charge for mileage.

Section 5a – Qualifications and Training

Please tell us about all the qualifications you have achieved.

Qualification 1

Date of award (mm/yyyy): ☺	
Subject: ☺	
Qualification type: ☺	
Awarding body: ☺	

Qualification 2

Date of award (mm/yyyy): ☺	
Subject: ☺	
Qualification type: ☺	
Awarding body: ☺	

Qualification 3

Date of award (mm/yyyy): ☺	
Subject: ☺	
Qualification type: ☺	
Awarding body: ☺	

Qualification 4

Date of award (mm/yyyy): ☺	
Subject: ☺	
Qualification type: ☺	
Awarding body: ☺	

Would you be interested in having free Personal Assistant induction training provided by Blue Sky Brokers?*

Yes:	
No:	

This training will be shown in your entry once successfully completed.

Please select from the following list any training courses you have completed:

Autism		Fire Safety		Makaton	
British Sign Language		First Aid		Medication	
Challenging Behaviour		Food and Nutrition		Mental Health	
Dementia		Health and Safety		Moving and Handling	
Diabetes		Hoisting		Induction Training	
Disability Awareness		Infection Control			
Epilepsy and seizure control		Learning Disability			

We might take into consideration other training you have done, which could mean that would not need to join the Personal Assistant induction training programme. Please tell us about up to four other relevant courses you have done. You might be asked to prove evidence:

Date of training (mm/yyyy) ☺	Name of training ☺	Accreditation body or training organisation ☺

Section 5b – Skills and Experience

Do you have experience of working with young people aged 18-25 years and with the following conditions?: *☺

A learning disability:		A physical disability:	
A mental health issue:		A sensory impairment:	
Autism:		Challenging behaviour:	

Do you have experience of working with people aged over 25 years and with the following conditions?: *☺

A learning disability:		A physical disability:	
A mental health issue:		A sensory impairment:	
Autism:		Challenging behaviour:	

Are you fluent in any language other than English? *☺

Yes:	
No:	

If yes, please select all languages you are fluent in: ☺

Albanian:		Polish:	
Arabic:		Punjabi:	
Bengali:		Slovak:	
Bosnian:		Somali:	
Chinese:		Spanish:	
Farsi:		Turkish:	
French:		Ukrainian:	
German:		Urdu:	
Gujarati:		Level 1 award in British Sign Language:	
Hindi:		Level 2 certificate in British Sign Language:	
Kurdish:		Level 3 NVQ in British Sign Language:	
Latvian:		Level 6 NVQ in British Sign Language:	
Lithuanian:			

If you are fluent in any language apart from those listed, please mention them in the 'Any other information' box below.

Section 6 – Availability

What approximate time of day would you prefer to start and finish work? *☺

Start:	
Finish:	

Please complete the following table by checking the boxes against the days and times you would be able to work: *☺

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							
Night							

Can you work during the school holidays? *☺

Yes:	
No:	

Can you work during Bank Holiday? *☺

Yes:	
No:	

Which areas of Derby do you wish to work in? *☺

Allenton:		Normanton:	
Allestree:		Oakwood:	
Alvaston:		Osmaston:	
Austin Estate:		Pear Tree:	
Boulton:		Pride Park:	
Breadsall Hilltop:		Rose Hill:	
Chaddesden:		Shelton Lock:	
Chellaston:		Sinfin:	
Chester Green:		Spondon:	
City Centre:		Stenson Fields:	
Darley Abbey:		Stockbrook:	
Heatherton:		Strutts Park:	
Littleover:		Sunny Hill:	
Mackworth:		West End:	
Mickleover:		Wilmorton:	
New Zealand:			

Do you have a full driving licence, the use of a car with a valid MOT and adequate insurance for work purposes? *☺

Yes:	
No:	

Section 7 – General

Do you have any special skills or experience that you can use? *😊

Yes:	
No:	

If yes, please provide details: 😊

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Have you had a Disclosure and Barring Service (DBS) check? *😊

Yes:	
No:	

If yes, when was this carried out? 😊

Month:		Year:	
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Do you have a preference for the gender of the person you would be helping? *😊

Male:	
Female:	
No preference:	

Are you comfortable handling or preparing meat or dairy products? *😊

Yes:	
No:	

Are you comfortable with pets? *😊

Yes:	
No:	

If no, please give reasons why such as a phobia or allergy: 😊

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Are you comfortable with heights, or getting up or down stairs? *😊

Yes:	
No:	

Are you interested in any of the following interests or activities? 😊

Going to the cinema:		Gardening:	
Socialising:		Playing sport:	
Eating out:		Fishing:	
Cooking:		Swimming:	
Listening to music:		Exercise/gym:	
Live music/festivals:		Art and crafts:	
Reading:		Pets/animals:	

Clients will be able to search for people that match their own interests.

Please list any other keywords or phrases of hobbies, interests and activities not shown above: ☺

Any other information relevant to your application:

I consent to Derby City Council sharing this information with Blue Sky Brokers for them to add an entry for me on the Derby City Council Personal Assistant Register.

Agreed:*	<input type="checkbox"/>
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You may withdraw your consent at any time. To do so, please email sarah.clay@blueskybrokers.org

This will result in deletion of your entry in the Derby City Council Personal Assistant Register.

By submitting this form, I confirm the information submitted is true and accurate at the time of submission and I undertake to review and update this information with any changes in a timely manner to ensure its currency for use by Customers.

Signed:

Print Name:

Date: __ / __ / ____

How is your information used?

The information you provide will be shared with Blue Sky Brokers of 20 Royal Scot Road, Derby, an external organisation which Derby City Council has contracted with. It will be used by them to create your individual profile on the Derby City Council Personal Assistant Register website.

Who will your information be shared with?

Authorised Council employees and authorised staff at Blue Sky Brokers will have access to all of the information you have submitted on the application form.

Members of the public and all Council staff will have access to the information used to create your Personal Assistant profile on the Derby City Council’s Personal Assistant Register website. The information that will be published is clearly identified on the application form.

For further information about how your personal information will be used, please visit <https://www.derby.gov.uk/privacy-notice/> where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from the Contact Support Team, Business Support, Derby City Council, Council House, Derby DE1 2FS.
Email: contact.support@derby.gov.uk Tel: 01332 640825

Code of Conduct

This Code of Conduct defines the guidelines and standards for Personal Assistants working in Derby City. These Standards have been designed as guidance so that Personal Assistants are equipped to deliver good quality services to Customers.

By observing this Code of Conduct you will be, in your role as a Personal Assistant, committed to:

- Operating fairly and providing a high standard of service at all times
- Upholding the spirit as well as the letter of this Code of Conduct
- Complying with all legislation that applies to activities whilst delivering services to Customers and only undertaking services that you are qualified, experienced and sufficiently competent to carry out.

Rights and Promotion of Customers Interests

As a Personal Assistant you should protect the rights and promote the interests of Customers. This includes:

- Treating each person as an individual
- Being accountable for your own actions
- Respecting and promoting the individual's views and wishes
- Supporting the individual's right to control their lives and make informed choices about the services they receive
- Promoting, respect and upholding the dignity and privacy of the individual
- Only communicating with relevant persons if the Customer has requested you to do so – any information given to other relevant parties should be a true account
- Promoting equal opportunities for the individual and respect diversity, different cultures and values
- Communicating in an open and effective way that promotes the health, safety and wellbeing of the customer

Confidentiality

As a Personal Assistant, you should strive to establish and maintain the trust and confidence of the individual you are supporting. This includes:

- Being honest and trustworthy
- Communicating in an appropriate, accurate, open and straightforward manner
- Respecting all confidential information
- Being reliable and dependable
- Honouring work commitments, agreements and arrangements – when it is not possible to do, explaining why

Independence

As a Personal Assistant, you should promote the independence of Customers whilst protecting them from as much harm or danger as possible. This includes:

- Promoting the independence of Customers and assisting them to understand and exercise their rights
- Reporting dangerous, abusive, discriminatory or exploitative behaviour/practice to the Derby City Council Safeguarding Team, who will refer the matter to an appropriate team manager in Social Care
- Helping the Customer to make complaints, taking complaints seriously and responding to them or passing them on to the appropriate person
- Recognising the power that comes with your job role as a Personal Assistant and to use this responsibly

Risk

As a Personal Assistant, you must respect the rights of Customers, whilst ensuring that their behaviour does not harm themselves or other people. This includes:

- Recognising that Customers have the right to take risks and helping them to identify and manage the potential and actual risks to themselves and others – this is known as “positive risk taking”
- Taking the required steps to minimise the risk of Customers from doing actual or potential harm to themselves or other people

You should not:

- Abuse, neglect or harm Customers, Carers or Colleagues in any way
- Exploit Customers, Carers or Colleagues in any way
- Abuse the trust of Customers and Carers
- Share Personal Information in a matter that would breach Data Protection Legislation
- Form inappropriate relationships with Customers
- Discriminate unlawfully or unjustifiability against Customers, Carers or Colleagues
- Condone any unlawful or unjustifiable behaviour by Customers, Carers or Colleagues
- Put yourself or other people at unnecessary risk
- Behave in a way (in or outside work) which would question your suitability to work as a Personal Assistant

You must notify us and your employer immediately if:

- You are subject to any criminal investigation
- You incur any driving penalties, or you are involved in a road traffic accident where you could be at fault
- You have any other information which may affect your ability or suitability to work as a Personal Assistant

We want to ensure that the Personal Assistant Register is an effective portal for Customers to find Personal Assistants to support them.

If your circumstances change and you are no longer available for work, please let Blue Sky Brokers know by emailing to info@blueskybrokers.org or phoning on 01332 404040 as soon as possible so the service can continue to be effective.

It is good practice to strive to improve the quality of care and support through continuing professional development. For more information:
<https://www.skillsforcare.org.uk/Learning-development/Learning-and-development.aspx>

If we are made aware that you are not adhering to the Code of Conduct, you may be removed from the PA Register.

Print Name:

Signature:

Date: