

**People Matter IW**

**Personal Assistant Recruitment**

**and Employment Service** (PARES)

**Service User Registration Form**

**Personal Details of Client**

|  |  |  |
| --- | --- | --- |
| Name: |  | DOB: |
| Address: |  |
| Home Tel: | Mobile Tel: | Email: |
| Preferred communication format | Phone | Email | Text | Letter | Other e.g. large print, braille |
| **Funding:** Self [ ]  Personal Budget [ ]  NHS [ ]  **Other:**Click in appropriate box |

**If being referred by another person, please complete:**

|  |  |  |
| --- | --- | --- |
| Referrers Name: |  | Relationship to client: |
| Address: |  |
| Home /Office Tel: | Mobile: | Email: |

Next of Kin

|  |  |  |
| --- | --- | --- |
| Name: |  | Relationship to client: |
| Address: |  |
| Home /Office Tel: | Mobile: | Email: |

**Details of the Personal Assistant Support Required**

Please be specific about the activities and duties your Personal Assistant will be expected to undertake whilst supporting you. **This will help us collate a job description for your support needs.**

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| **About Me -** tell us a bit about yourself, what you like to do, your personality, any disabilities or long term conditions and how these can affect you. |
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| **Personal Qualities & Skills you would want in your Personal Assistant (PA)** |
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| **What activities & duties will you be wanting to do with the PA** |
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| **Days & times the support will be needed** |
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| **Specific Training or Qualifications required – including if a car driver needed** |
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| **Additional Important Information** Is there a Power of Attorneys (POA) in place, if yes, please give details of what is covered and who has POA. Attach any relevant supporting documentation |
|  |

**Clients Name:**

**Terms of Registration**

By signing the registration form I am agreeing to become part of the People Matter IW Personal Assistant Recruitment and Employment Service.

Any information provided will be confidential. We will keep electronic records secure and lock your paper working files in a filing cabinet. Only relevant staff will have access to your information and it will only be used in a way that you agree with.

We will never sell your information or use it for marketing. We may use it for audit or statistical purposes or provide anonymised data to our funders for monitoring purposes.

On becoming a PARES client, we will keep your information for up to 6 years after we stop working with you, or longer if the law requires us to. If you do not become a client; as a PA has not been successfully recruited, we will destroy your application and records within 6 months of stopping working with you.

Your information will be kept in accordance with the Data Protection Act 1998 & GDPR 2018.

By signing this registration, you are authorising PARES - People Matter IW to work alongside you to support the recruitment and retention of a Personal Assistant. Personal Assistants will be identified using the information supplied on this form.

The Personal Assistant will be the employee of PARES - People Matter IW and all employment responsibilities will be dealt with via PARES - People Matter IW. A service contract will be created between the named individual on this form and PARES - People Matter IW. The service contract will contain the full terms and conditions of the agreement between PARES- People Matter IW and the named individual.

|  |  |
| --- | --- |
| Signed: |  |
| Print Name: |  |
| Date: |  |

**I am the individual** [ ]  **I am the individual’s appointee** [ ]

 (tick appropriate box)