



Part of the Essex Coalition of
Disabled People

PERSONAL ASSISTANT INFORMATION PACK

Essex P.A.S.S.

Ivan Peck House

Ground Floor, 1 Russell Way,

Widford Industrial Estate

Chelmsford

Essex

CM1 3AA

General Enquiries: 01245 392320

PA Register Phone/ Fax: 01708 783435

Email: dfrisby@ecdp.co.uk

www.ecdp.co.uk

Contents

Contained within this pack you will find the following:

- Information about Essex PASS
- Frequently Asked Questions
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- Disclaimer
- Training Attendance Form
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Please complete the following
Application Form,
Training Attendance Form,
Equal Opportunities Form,
Disclaimer and return by post or Fax or email to:

Debra Frisby
Personal **A**ssistance **S**upport **S**ervices
Ground Floor, 1 Russell Way
Widford Industrial Estate,
Chelmsford
Essex
CM1 3AA
Telephone: 01708 783435
Fax: 01708 783435
Email: dfrisby@ecdpc.co.uk



Personal Assistance Support Services
Ground Floor, 1 Russell Way
Widford Industrial Estate,
Chelmsford
Essex
CM1 3AA
Telephone: 01708 783435
Fax: 01708 783435
Email: dfrisby@ecdpc.co.uk

Essex PASS INFORMATION PACK

Dear Applicant,

Thank you for the interest that you have shown in Essex Pass.

We appreciate your interest in working as a Personal Assistant as Essex PASS continues to grow we are always looking to recruit new PAs to our Register.

You can either simply be added to our register as available for work, and/or attend one of our Training courses and join the Essex PASS PA Register that way. Whether you wish to simply attend training, or you are thinking about taking up employment, this letter will explain the purpose of the scheme and also will give you some background information on the Organisation. If you would prefer to attend the training before deciding whether to fill in the full application form, that is fine, but please provide basic details on the Training Attendance form.

What happens when we receive your application form?

1. We will enter your details on our personal assistance register.
2. When Essex PASS direct payment users are recruiting staff they will get in touch with us to see if we have any PAs available in the area they live that will suit their needs. We will then give out the name and phone numbers of PAs who are looking for work in this area.
3. The employer then contacts suitable PA applicants to arrange interviews.

We are **NOT** an agency and being on the register does not necessarily guarantee that you will be offered work. We act as a liaison between the direct payment user and you.

You may not be offered full time employment; most employers will be able to offer you shifts totalling several hours a week, if you need the sort of salary that full time employment work would give you, you would need to work for a few different employers every week. This means that you would have to be absolutely scrupulous in respecting the confidentiality of each of your employers – in other words do not talk to one employer about another.

Each employer who interviews you will assess your suitability for the job, and will take up your references. Because each employer and each job is different, you must be sure to ask any questions or raise any concerns you may have about the job at your interview.

You will be expected to provide your employer with the relevant information for tax and National Insurance purposes.

Employers routinely provide us with feedback on the candidates they interview.

If we are notified you have failed to attend an arranged interview without telephoning your apologies, your name will be removed from our register immediately – EVEN IF IT HAPPENS ONLY ONCE.

We expect a professional respect for the work of personal assistant from all our applicants – even before they've been offered a job.

We count on you to let us know if your circumstances change – for example you have started work as a PA and your hours of availability have changed, if you have had changes in your personal life and your details change or if you are no longer available to work as a PA please let us know. **You must keep us updated with any changes that affect your availability to work as a PA.**

FREQUENTLY ASKED QUESTIONS

WHO ARE ESSEX PASS?

We are part of Essex Coalition of Disabled People (E.C.D.P). ECDP is an organisation run by & for disabled people in Essex. Our aim is to improve the quality of life for people with physical or sensory impairments, learning difficulties or mental health conditions. Decisions about things such as, how services are provided, are in the hands of Disabled People themselves. PASS provides management services on behalf of Disabled People who employ Personal Assistants (PA) to enable them to live independently in Essex.

WHAT KIND OF WORK IS IT?

Because our clients are individuals with their own particular needs and requirements it is impossible to give a short or comprehensive answer, other than it involves providing assistance in aspects of daily life. This usually but not always includes such things as personal care, washing, dressing, toileting, and often helping with administrative tasks and driving.

WHO IS MY EMPLOYER?

Although PASS provides management services such as recruitment and payroll, it does not employ PAs. **Your employer is the person you will be assisting.** Terms and conditions of employment are a matter for negotiation between the Personal Assistant and the employer. PASS would not support any kind of exploitive relationship, on either side, and will provide advice to try to ensure that no such situation develops.

I AM NOT SURE WHAT HOURS I SHOULD APPLY FOR?

You will need to decide the number of hours you are available to work. You may also change them later, providing you let us know in advance. The sooner we know your availability, the quicker we can match your requirements with a client.

CRB Checks

You may be required by a client to have a Criminal Record Bureau Disclosure check, which would be paid for by the client.

Equal Opportunities Monitoring Form

To help the ECDP follow its Equal opportunities policy, your co-operation in completing this form would be greatly appreciated. The information will be used solely for monitoring purposes and will be confidential. If you do not wish to answer any questions please leave blank.

GENDER:

Female Male

AGE:

18-25 26-40 41-55

56-64 65+ Prefer not to say

IMPAIRMENT:

Physical Mental Health None

Sensory Learning difficulties

Prefer not to say

ETHNIC GROUP:

Black White

African Caribbean

Indian British European

South East Asian Asian

Other (Please state) _____

SEXUAL ORIENTATION:

Lesbian /Gay Heterosexual

Other Prefer not to say

Thank you for completing this form

DISCLAIMER

The role of Essex PASS in this matter is strictly that of an Independent Introduction Agent and not as an Employment Agency. It is understood by all parties, that prospective Personal Assistants are introduced in good faith to the potential Employer. We can give no guarantees that they are suitable for this post and therefore no claims whatsoever may be made against Essex PASS as a result of any dispute between parties involved.

CONFIDENTIAL DECLARATION

REHABILITATION OF OFFENDERS ACT 1974

The post of Personal Assistant is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and (Amendments) Order 1986. Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of this act.

This means that all criminal convictions must be disclosed.

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE OR BEEN THE SUBJECT OF A CONDITIONAL DISCHARGE, PROBATION ORDER, OR PROVISIONAL ORDER?

YES / NO

ARE YOU CURRENTLY AWAITING THE OUTCOME OF ANY CRIMINAL INVESTIGATIONS, CHARGES, OR PROCEEDINGS?

YES / NO

If YES, please give details and dates on a separate sheet.

Declaration

I have read this form and understand that I may be required to have a Police check. I declare that to the best of my knowledge, the information given on this form is true and correct and can be treated as part of my subsequent Contract of Employment.

Full Name (please print).....

Signature:.....

Date:.....



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Ground Floor, 1 Russell Way
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TRAINING ATTENDANCE FORM

NAME

.....

ADDRESS

.....

.....

POSTCODE

TELEPHONE NUMBERS:

HOME:

WORK:

MOBILE

I would like to have my name and details added to the PASS PA Register.

YES / NO (Please circle reply)

I would like to attend a PASS Training Course when possible

YES / NO (Please circle reply)

IF YOU WOULD PREFER TO FAX THE FORM – FAX: **01708 783435**



Please return to: Debra Frisby,
 PA Register Coordinator,
 Essex PASS
 Ground Floor, 1 Russell Way
 Widford Industrial Estate,
 Chelmsford
 Essex
 CM1 3AA
 Tel: 01708 783435 Fax: 01708 783435
 Email: dfrisby@ecdp.co.uk

Essex Personal Assistance Support Service Application Form

Surname:		Forenames:		Title: Mrs / Mr / Miss / Other. (Please circle)	
Previous Surnames: (if applicable)					
Date of Birth		Ethnic Origin: Black / White / African / Caribbean / Indian / Asian / South East Asian / British / European / Other (Please Circle)			
Address:					
Postcode:					
Email address:		Tel (Home):		Tel (Mobile):	
Do You Hold a Current UK Driving Licence:				YES/NO	
Own Transport:				YES/NO	
Are you physically able to lift:				YES/NO	
Have you had a Criminal Records Check (CRB) done				YES/NO	
If YES, what date was this done?					
Would you be prepared to show a copy to a prospective employer				YES/NO	
Are you willing to work for both Male or Female Employers:				YES/NO	
If NO, please circle who you are willing to work for:				MALE / FEMALE	
Are you willing to work 'Sleep-over':				YES / NO / OCCASIONALLY	
Are you willing to work 'Waking-nights'				YES / NO / OCCASIONALLY	
Are you a smoker:		YES/NO		Do you like animals:	
				YES/NO	
How did you hear of the Personal Assistant Register:					
Can you please indicate the type of work you are looking for by circling one or more of the following:					
Full time		Part time		Emergency Cover	
Which days, hours and times are you available to work:					
When would you be able to commence work and which areas will be able to work in:					
If we were to produce a monthly newsletter for potential Employers, of PA's available for work, would you like your name and phone number included in it?					

EMPLOYMENT HISTORY

Present / Last Employer:

Name: _____ **Telephone** _____

Address _____

_____ **Postcode** _____

Date from _____ **To:** _____

Please give a brief outline of Nature of work and duties.

What is your main language?

Do you speak any other language?

If so, what are they?

Are you fluent in this language?

Can you use Sign Language?

Do you have any qualifications, if so what?

Can you use and understand Makaton?

Dou you have any qualifications or experience that you would like to tell us about?

Hobbies and Special interests:

Do you give your consent for your details to be held on computer YES/NO

I confirm that all information held on computer can be passed on to prospective employers and I am prepared to supply two references and have a CRB check when required by any future employers.

Signed _____