



**Please return to:**

We are Beams  
Direct Payment Service  
Allsworth Court, 38-40 St David's Road  
Hextable, Kent BR8 7RJ

## Direct Payment Service Register Information

Dear Applicant,

Thank you for the interest that you have shown in working as a Personal Assistant, we are always looking to recruit PAs to our Register.

### What happens when we receive your application form?

1. We will enter your details on our Personal Assistant register.
2. When our direct payment users are recruiting staff they will get in touch with us to discuss if we have any PAs available in their area or zone, which will suit their needs. We will then give out the details of PAs who are looking for work in that area.
3. The employer then contacts suitable PA applicants to arrange interviews or talk further about any queries they may have.

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

Appointments will be subject to a successful Enhanced DBS check and satisfactory reference. Employers routinely provide us with feedback on the candidates they interview.

We expect a professional respect for the work of Personal Assistants from all our applicants – even before they have been offered a job.

**If we are notified that you have failed to attend an arranged interview without telephoning your apologies, we will consider removing your name from our register – even if it happens only once.**

**You must keep us updated with any changes that affect your ability to work as a PA.** 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 can always apply to rejoin at a later date.



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## Direct Payment Service Register Information Informal PA Registration Form

**PLEASE WRITE THIS FORM IN CAPITALS** (except your email address)

**Title:** \_\_\_\_\_ Example: Mr / Mrs / Miss / Ms / Other      **DOB:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YY)

<b>First Name:</b> _____	<b>Surname:</b> _____
<b>Telephone Number:</b> _____	<b>Address:</b>     <b>Postcode:</b>  _____
<b>Mobile Number:</b> _____	
<b>Email Address:</b> _____	
<b>Preferred methods of contact by prospective employer:</b> (Please CROSS the following) Home Number <input type="checkbox"/> Mobile Number <input type="checkbox"/> Email Address <input type="checkbox"/>	

**Do you hold a Current UK Driving Licence:**    YES     NO

**Which geographical areas will you be able to work in:** (Please CROSS the following)

<b>ZONE 1:</b> Dartford <input type="checkbox"/>	Gravesham <input type="checkbox"/>	Sevenoaks <input type="checkbox"/>	Tonbridge and Malling <input type="checkbox"/>
<b>ZONE 2:</b> Maidstone <input type="checkbox"/>	Tunbridge Wells <input type="checkbox"/>		
<b>ZONE 3:</b> Ashford <input type="checkbox"/>	Shepway <input type="checkbox"/>	Folkestone <input type="checkbox"/>	
<b>ZONE 4:</b> Swale <input type="checkbox"/>	Sheerness <input type="checkbox"/>	Canterbury <input type="checkbox"/>	Thanet <input type="checkbox"/> Margate <input type="checkbox"/>
	Ramsgate <input type="checkbox"/>	Dover <input type="checkbox"/>	

**What type of work are you looking for:** (Please CROSS the following)  
Part Time     Holiday Cover     Emergency Cover

**Are you willing to work overnights:**    YES     NO     OCCASIONALLY

**Please tell us your availability:** (Days, Hours etc)

<b>Have you got any experience working with someone with:</b> (Please CROSS the following)									
<b>Epilepsy</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>	<b>Communication Problems</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>Autism</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>	<b>Challenging Behaviour</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>Peg Feeding</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>	<b>Moving &amp; Handling</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>Do you have any qualifications or experience that you would like to tell us about?</b>									
<b>Have you had an Enhanced DBS check done:</b>						YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>If you have had one in the last twelve months, what is the issue date:</b> ___/___/___ (DD/MM/YY)									
<b>Are you willing to work with both Male/Female:</b>						YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>If NO, please CROSS who you are willing to work for:</b>						MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>			
<b>How did you hear about the Personal Assistant Register?</b>									

Please NOTE that documentary proof may be required by any future employer, to see if you are eligible to work in the UK.

Do you give your consent for your details to be held on our database: YES  NO

I confirm that all information held on the database can be passed on to prospective employers. I am also prepared to supply two references and have an Enhanced DBS check.

Please CROSS the box if you agree:

PRINT: \_\_\_\_\_

DATE: \_\_\_/\_\_\_/\_\_\_ (DD/MM/YY)

SIGNATURE: \_\_\_\_\_



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## Direct Payment Service Register Information Equal Opportunities Monitoring Form

We at Beams strive to promote equality of opportunity in employment and will provide equal opportunities to all employees or job applicants in accordance with our equal opportunities policy.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. This form will be detached stored separately and used only to provide statistics for monitoring purposes.

**PLEASE MARK WITH AN 'X' THE BOXES WHICH MOST DESCRIBE YOU**

**Date:** \_\_\_/\_\_\_/\_\_\_ (DD/MM/YY)

<b>Gender:</b>	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	TRANSGENDER <input type="checkbox"/>	N/A <input type="checkbox"/>	
<b>Age:</b>	UNDER 25 <input type="checkbox"/>	25-34 <input type="checkbox"/>	35-44 <input type="checkbox"/>	45-54 <input type="checkbox"/>	OVER 54 <input type="checkbox"/>

**Disability**

The Disability Discrimination Act 1995 defines disability as a 'physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities'.

**Do you consider yourself to be disabled?**      YES     NO     N/A

**Religion**      I AM NOT RELIGIOUS     N/A

**How would you describe your religious belief?**

**Ethnic Origin:**

WHITE     BLACK     MIXED     ASIAN     OTHER: (please specify)

THANK YOU FOR YOUR HELP