



Centre for Independent Living, Beaufort Street,
Warrington, Cheshire, WA5 1BA
Tel: 01925 240064

Personal Assistant - Application Form Job Reference DP/

Please note that the successful applicant for the position is employed by the Direct Payments recipient. Warrington Disability Partnership is not the employer. We are a support service for Direct Payments recipients and Personal Assistants in Warrington.

Please complete in **BLACK ink and print clearly in block capitals**. Do **NOT** submit **CURRICULUM VITAE** in place of completing this application form. An application form **must be completed** for each Personal Assistant post that is advertised by Warrington Disability Partnership on behalf of the Direct Payments recipient. **Payroll forms will not be submitted** to our finance department until the Application form has been completed and returned, therefore you would not be paid.

This page is to be removed by Independent Living Team prior to sending out to Direct Payments recipient for the interviewing selection process

Title: (Miss / Mr / Mrs / Ms / Dr etc)	<input type="text"/>
Surname:	<input type="text"/>
Previous Surname:	<input type="text"/>
First Name(s):	<input type="text"/>
Address:	<input type="text"/>
Post Code:	<input type="text"/>
Telephone Number:	<input type="text"/>
Mobile Number:	<input type="text"/>
Email:	<input type="text"/>



“Supporting Independence Throughout Life & Work”

Registered Company Ltd by Guarantee in England & Wales No: 4726639
Registered Charity No: 1113597



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Work Permit Required: Yes: No:

Work Permit Expiry Date: _____ / _____ / _____

National Insurance Number: _____ / _____ / _____ / _____ / _____

References: Please give the name and address of two Professional people (not relatives), who will be contacted by us to give a reference e.g. employer, former employer, etc.

One of these **MUST** be from your **current or most recent** employer.

Current / Most Recent Employer's Name:	Name:
Position / Job Title:	Position / Job Title:
Name and Address of Company:	Name and Address of Company:
Postcode:	Postcode:
Telephone:	Telephone:
Email:	Email:
How long have you known this referee?	How long have you known this referee?



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Personal Assistant - Application Form

Reference Number: DP/

1: Name of applicant:

2: Due to the nature of the work you may be requested to provide care at short notice. Would you be willing to respond at short notice? **Please circle.**

Yes

No

3: Please give details of your education

From Month	To & Year	Name & Address of School / College / University etc.	Qualification & Grade



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**Please Note That You Will Be Required To Produce Evidence Of
Qualifications Attained**

4. Your Employment Details

Please list all of your current job(s) (or if not currently employed, your most recent job and employer)

Title of your current or most recent job: _____

Full Occupational History Details

Please do not LEAVE any GAPS in your Employment History

Dates From To		Job Title, duties / experience, reason for leaving	Name & Address Of Employer
Most recent first			
Continue on a separate sheet if necessary			



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5: *Have you had any care/support orientated work experience? If yes, please give details.*

6: *What have you been doing for the last few years? We are not only looking for previous employment, caring for an older parent or relative or even a family of young children can provide valuable experience.*



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7: What are your interests?

What do you do in your spare time (include interests / voluntary work even though they may not seem relevant to care work)?

8: Do you hold a current and valid U.K. driver's licence (or equivalent)?

YES **NO**

Would you be willing to use your car for work?

YES **NO**

9: Personal Assistant work is often active and varied. Please consider the requirements of the position and give details of your medical history, which may need to be considered when applying for this post.



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10: Person Specification:

Please tell us anything else about yourself that you feel is relevant to this job that may support your application. How do you feel that you meet the requirements outlined in the Job Description and Person Specification?



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11: *Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. These posts will include those working with children and vulnerable adults. Applicants are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the act and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions for which the order applies.*

Have you had any previous convictions or cautions?

YES

NO

If yes, then please give details of offences and sentences, including any cautions:

I understand that it is my responsibility and duty as the candidate, that if I am invited for interview, to disclose any information to the panel regarding criminal convictions, as I understand that the position I have applied for may be to work with children or vulnerable adults.

Signed: _____

Date: _____

12: *Please state where you saw this vacancy:*



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13: All statements given above by me on this form are true and correct to the best of my knowledge and I have no objection to a check being made through the Disclosure and Barring Service (DBS, formally known as the Criminal Records Bureau).

Signed: _____

Date: _____

Please read the information below carefully before returning your Application Form

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Warrington Disability Partnership - Independent Living Team

We offer advice, information and support on Direct Payments, Independent Living Fund and all aspects of independent living. The advice we offer is free, independent and confidential.

Direct Payments and Independent Living Fund

- *An alternative to receiving services direct from Social Services, both schemes can provide payments for people to purchase their own support. The schemes offer greater flexibility, including the choice to employ a personal assistant.*
- *The Independent Living Team provides practical support to individuals on recruitment, employment law and all matters related to living independently in your own home.*



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