



The aim of the Level One Service is to provide application forms of prospective Personal Assistants (PAs) to Personal Assistance (PA) Users who wish to directly employ their own PAs.

The Service:

- The PA User completes and returns a registration form, the signed terms and conditions and a copy of the job description and contract to PA Services
- PA Services match potential PAs to the job description from the PA Register
- The job description without the identifying information is sent to the suitable PAs
- The PAs will be given usually 48 hours to respond to PA Services depending on how quickly they are required to start
- PA Services will send the application forms of the PAs interested in the position on a CD Rom; the PAs contact information will not be provided at this stage
- The PA User informs PA Services of the PAs for interview
- ILA will invoice you for £100 for the service; **it is free to look at the register**-payment is not required unless a PA User wants to interview prospective PA/s. This is a flat fee regardless of the number of PAs interviewed
- PA Services will forward the contact details (payment of invoice is required for this information)
- PA Users are now responsible for interviewing, obtaining reference checks, CRBs, confirming the right to work in the UK, etc