



INFO SHEET: 7

LEVEL THREE: Personalised Services

The aim of the Level Three Service is to provide tailor-made recruitment for a specific post. This will usually be placing advertisements specific to individual requirements, but can also include designing job descriptions, personal specifications, terms and conditions of employment, etc. The service will provide application forms of prospective Personal Assistants (PAs) to Personal Assistance (PA) Users who wish to directly employ their own PAs and to pre-interview, obtain reference checks, confirm the right to work in the UK, confirm CRB status, etc.

The Service:

- The PA User completes and returns a registration form, the signed terms and conditions to PA Services
- A copy of the job description and contract is forwarded to PA Services; if this is not available PA Services will establish these essential documents as recruitment cannot commence without them
- ILA will agree with the PA User an advert for the position and where the advert will be placed. This can include:
 - The Guardian Society
 - Metro
 - The Big Issue
 - Gumtree.com
 - Pink Paper
 - Evening Standard
 - Job Centres
- PA Services will manage all enquiries relating to the vacancy and no confidential information such as the name and/or address of the PA User are revealed at this stage

- At the closing date 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 who s/he would like to interview, the date and time of the interview and the venue (which may be ILA's offices) along with any specific requirements
- PA Services will contact the applicants to arrange the interviews
- PA Services will forward a letter of confirmation with a map to each candidate
- PA Services will invoice £150 plus the cost price of the advertising (the invoice is enclosed with the initial CD). This is a flat fee regardless of the number of PAs recruited (payment of invoice is required for the interviews to proceed)
- ILA will provide the reference checks, confirmation of the right to work in the UK, copies of driving licence, passport, confirm CRB status (ILA may charge an additional fee for this service)