



The aim of the Level Two Service is to 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, confirming 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 and a copy of the job description and contract to PA Services
- PA Services match potential PAs to your job description from the PA Register
- The job description without the identifying information is sent to the suitable PAs
- The PAs will usually be given 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 application forms sent will be missing the PAs contact details
- 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
- ILA will invoice the PA User for £125 (the invoice is enclosed with the initial CD); it is free to look at the register, payment is not required unless you want to interview prospective PA/s. This is a

flat fee regardless of the number of PAs you interview (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)