



The aim of the Service is to provide quality personal assistants to people who are visiting London for work or pleasure. ILA has experience of providing personal assistance to people attending university in the Capital, work placements in the city and also to people from overseas here on vacation.

The Service:

- The Personal Assistance (PA) User completes and returns a registration form, the signed terms and conditions and a copy of the job description to PA Services
- PA Services match potential Personal Assistants (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 be given usually 48 hours to respond to PA Services depending on how quickly the PAs 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 PA/s to be interviewed either in person or by phone or email and at this stage the PA user must determine who is to be the employer of the PA during this placement
- ILA will invoice £150 (the invoice is enclosed with the initial CD); 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 you interview
- If the PA is to be employed by ILA the fee scale will be presented to the PA User. Fees will be chargeable on a weekly basis
- PA Services will forward the contact details (payment of invoice is required for this information)

- For directly employed PAs, PA Services 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)

Please note:

- A deposit of 25% of the total cost of providing the PAs may be requested for a booking
- All payment must be by bank transfer in pounds sterling