**Independent Living Alternatives**

**PA User registration form**

This form is used to create a PA User profile to find suitable PAs. Please provide as much information as possible as this gives ILA a much clearer idea of the work your PA will be doing and what you are looking for in a PA.

FIRST NAME: LAST NAME:

PREFERRED NAME:

ADDRESS:

POSTCODE:

PHONE: E-MAIL:

DATE OF BIRTH:

DISABILITY/IMPAIRMENT:

PROFESSION:

DO YOU IDENTIFY AS: FEMALE MALE TRANS MALE TRANS FEMALE NON-BINARY INTERSEX

DO YOU REQUIRE PERSONAL ASSISTANTS WHO ARE:

IDENTIFY AS MALE NO🞏 WILL CONSIDER🞏 YES🞏

IDENTIFY AS FEMALE NO🞏 WILL CONSIDER🞏 YES🞏

SMOKE NO🞏 WILL CONSIDER🞏 YES🞏

SMOKE OUTSIDE NO🞏 WILL CONSIDER🞏 YES🞏

MEAT EATER NO🞏 WILL CONSIDER🞏 YES🞏

VEGETARIAN/VEGAN NO🞏 WILL CONSIDER🞏 YES🞏

DO YOU REQUIRE PERSONAL ASSISTANT TO DRIVE YOUR VEHICLE?: NO🞏 YES🞏

IS IT: MANUAL 🞏 AUTOMATIC 🞏 MAKE/MODEL OF VEHICLE?:

AGE RESTRICTION FOR INSURANCE 18+  21+  25+ 

WILL YOUR PA/S BE REQUIRED TO STAY WITH YOU OVERNIGHT? NO🞏 YES🞏

IF YES, WHAT SLEEPING ARRANGEMENTS HAVE YOU FOR THEM?

DO YOU HAVE ANY PETS? NO🞏 YES🞏 IF YES, WHAT?

ARE YOU ABLE TO PROVIDE TRAINING TO YOUR PA/s AROUND YOUR PERSONAL ASSISTANCE NEEDS? NO🞏 YES🞏 IF YES, WHAT TRAINING DO YOU PROVIDE?

IF NO, HOW DO YOU INTEND TO TRAIN YOUR PAS?

DO YOU HAVE AIDS OR EQUIPMENT THAT YOUR PA/S WILL NEED TRAINING TO USE? NO🞏 YES🞏 IF YES, WHAT TRAINING DO YOU PROVIDE?

DO YOU REQUIRE PA'S TO PHYSICALLY LIFT YOU? NO🞏 YES🞏 IF YES, HOW MUCH DO YOU WEIGH?

ARE YOU ABLE TO PROVIDE TRAINING IN THE CORRECT WAY TO LIFT YOU IN ORDER TO PREVENT INJURY TO YOURSELF AND TO THE PA? NO🞏 YES🞏

IF YOU ARE NOT PHYSICALLY LIFTED HOW DO YOU TRANSFER TO BED/CHAIR/TOILET ETC?

ARE YOU WILLING TO USE A HOIST? NO🞏 YES🞏

IF YOU ARE NOT PHYSICALLY LIFTED, DO YOU USE A HOIST? NO🞏 YES🞏

ARE YOU ABLE TO PROVIDE TRAINING IN THE CORRECT WAY TO USE THE HOIST? NO🞏 YES🞏

WHAT TIME ARE YOU LOOKING FOR A PA TO START AND FINISH:

AND WHICH DAYS TIMES YOU ARE LOOKING FOR A PA TO WORK:

PLEASE PROVIDE DETAILS OF:

THE HOURLY RATE OF FUNDING AVAILABLE:

HOW MUCH YOU WANT TO PAY YOUR PA PER HOUR:

WILL YOU BE EMPLOYING THE PA DIRECTLY? NO🞏 YES🞏

DO YOU WANT ILA TO EMPLOY THE PA? NO🞏 YES🞏

WHAT QUALITIES ARE YOU LOOKING FOR IN A PERSONAL ASSISTANT?

PLEASE DESCRIBE WHAT YOU WILL REQUIRE YOUR PA/S TO DO DURING A TYPICAL SHIFT:

Please remember to details any specific support you require during the day and night (you can attach a job description if you already have one)

PLEASE DESCRIBE YOUR PERSONALITY:

WHAT ARE YOUR INTERESTS?:

WHAT ARE YOUR LIKES AND DISLIKES?:

ILA is committed to providing services that meet people’s needs. The following questions are optional and are information that you may or may not wish to share with ILA or equally may or may not want to share with PAs. However, you may also consider some information to be important to be shared with ILA and potential PAs

⚫ Ethnic/cultural heritage/background:

⚫ Religion/belief:

⚫ Sexual orientation:

ANY FURTHER INFORMATION THAT YOU FEEL ILA SHOULD KNOW ABOUT YOU?

DO YOU HAVE A CURRENT JOB DESCRIPTION FOR YOUR PA?

YES🞏 NO🞏 (If yes please forward a copy to ILA with your registration form)

DO YOU HAVE TERMS AND CONDITIONS OF EMPLOYMENT FOR YOUR PA? YES🞏 NO🞏

(If yes please forward a copy to ILA with your registration form)

Signature of PA User……………………………………………………………..Date………………..……….

**DATA PROTECTION:** ILA is aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this PA User Registration form is specific to our placement exercise and necessary for the services that you are requesting. The information provided will then be used for the purposes of sourcing PAs for you, together with further information collected upon providing personal assistance services.

ILA will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.

Our privacy notice gives you information on, amongst other things, the data we will hold about you and what we use it for.

DATE REVIEWED: 11/2023