

## **Registration Completion Guide**

In order to ensure you can be registered correctly on the portal it is important that the details submitted include all of the relevant information required.

This guide explains what information is required to be completed in each section of the application screen to assist the submission and support your registration when employers are looking to source a Personal Assistant.

### ***Organisation name\****

Organisation Name Means Your Name and must be completed.

***Enter your address and post code so that Employers can see if you are local to them. Your address will not be shown on the site.***

This enables employers to see availability in areas based on postcode.

Building number or name

Postcode

### ***Your contact details.***

Your email address is a mandatory field and must be completed. Your telephone number is optional.

Main telephone

Email\*

Web

***Please enter contact details that you are happy for people to see.***

This is a mandatory field and is required to be completed.

Your first name\*

Your last name\*

Contact email\*

**Service Description Box:**

***Service Description***

This is a free text box that requires specific information to be included in order to ensure your registration will be authorised.

To support with the requirements the following are the details that need to be included;

**Skills and experience:**

(for example; moving and handling, first aid, British Sign Language, Age ranges supported, personal care, work with people with Physical Disabilities, Learning Disabilities, Dementia, Autism, people with a sensory impairment and/or Mental Health issues)

**Qualifications/ Training:**

(for example First Aid/ NVQ)

**Driving License Status:**

(i.e Full UK Driving License and access to a car- or do not have a Driving License)

**Access to a car:**

Yes/No

**Current DBS:**

Yes/ No

**Availability to work and areas available to work in:**

(for example available Monday- Friday and some weekends between 8am and 6pm in the Hanley area or whole of Stoke on Trent area)