

Personal Assistant Agreement

Penderels Trust will only add Personal Assistants to our register once the following conditions have been agreed by the Personal Assistant. This agreement forms a legally binding contract, so please read this document very carefully.

The Service:

- Penderels Trust will **not** be the employer of the Personal Assistants.
- Personal Assistants must have completed the following training prior to being placed on the Personal Assistant Register: First Aid, Safeguarding Vulnerable Adults and Person Centred Care. Suitability of previous training to be agreed at the discretion of Penderels Trust.
- Background checks and pre-screening interview will be undertaken by Penderels Trust. It is the responsibility of the Personal Assistant to ensure that all information provided in relation to these checks is complete and accurate.
- Penderels Trust offers no guarantee that suitable employment will be found.
- Personal Assistants must inform Penderels Trust at any time if they are no longer seeking work or if there is any change to the information that they have provided within their application.
- Personal Assistants must inform Penderels Trust when they are offered a position even if they wish to remain on the register.
- Personal Assistants must make every effort to attend any interviews that they are invited to and give sufficient notice where not possible.
- It is the decision of the Personal Assistant whether or not they accept any post that is offered to them.
- Personal Assistants must be aware that once they have accepted a job offer, they are responsible to their new employer and must act in accordance with the terms of their job offer.
- Personal Assistants must inform the employer and Penderels Trust if they have been convicted of or cautioned for a criminal offence before or during employment.

Personal Assistant Agreement cont'd

- Personal Assistants must agree to adhere to the Derbyshire Approved Personal Assistant Register Code of Conduct.
- Personal Assistants must aim to protect and promote the health, wellbeing, independence, dignity and self determination of clients.

Confidentiality:

- Personal Assistants must not disclose any information relating to any employer or potential employer following any interview or subsequent employment. This also includes posting comments on social networking sites e.g. Facebook or Twitter.
- All information collected by Penderels Trust during the process of screening applications will be kept in accordance with Data Protection 1998.

I hereby sign that I have read and understood the contents of this agreement.

Personal Assistant Name:.....

Address:.....

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Signature:..... **Date:**