

A step by step guide to register as a Personal Assistant (PA) on KDC Connections

Register online with [KDC Connections](http://kdc-connections.org.uk), the free to use job site from Knowsley Disability Concern created to help our clients find PA's, to allow prospective employers to view your profile and to view any current vacancies. Remember to include all your skills and experience which demonstrate why you should be a good and highly motivated personal assistant.

Step A



On the KDC connections home page **click** on the PAs “Click Here to Register” icon.

Step B

On the KDC connections “Personal Assistants: Register” page (Part 1 of 5), enter your information; name, address and telephone numbers in the boxes provided. Your name and information will only be visible to registered users of the site and will be used by registered employers to contact you regarding your suitability for their vacancy.*



The screenshot displays the KDC Connections website's registration page for personal assistants. The page is titled "Personal Assistants: Register" and is part 1 of 5. The main content area is a form titled "CV / Resume - Part 1 of 5: Personal Information". The form includes a progress indicator at 20% and several input fields: First Name *, Last Name *, Address Line 1 *, Address Line 2, Town/City *, Postcode *, Telephone *, and Mobile. A "Continue to Part 2" button is located at the bottom of the form. To the right of the form is a "Your Account" section with fields for Username and Password, a "Remember Me" checkbox, and a "Login" button. The page also features a navigation menu with links for Home, Vacancies, PA Profiles, Employer Resources, PA Resources, and KDC. The KDC Connections logo is prominently displayed at the top left, and an accessibility widget is visible at the top right.

*see [terms and conditions](#) for full details.

Next **click** “Continue to Part 2”

Step C

On the KDC connections “Personal Assistants: Register” page (Part 2 of 5), **select** your availability in the boxes provided.

Carefully consider what days and times you are available for work to allow any prospective employers to view your availability.

This “Your Availability” section also contains the options to **select** either “Sleeping Nights” were as the Personal Assistant you would immediately respond to any night-time requests for assistance or “Waking Nights” were you would be awake all night to undertake any care needs that may arise.

Remember before applying for a job, read the advert and job description carefully so that you are clear about the tasks you are going to be asked to do.

Personal Assistants: Register

CV / Resume - Part 2 of 5: Your Availability

Progress: 40%

MONDAY: All Day AM PM Evenings Sleeping Nights Waking Nights

TUESDAY: All Day AM PM Evenings Sleeping Nights Waking Nights

WEDNESDAY: All Day AM PM Evenings Sleeping Nights Waking Nights

THURSDAY: All Day AM PM Evenings Sleeping Nights Waking Nights

FRIDAY: All Day AM PM Evenings Sleeping Nights Waking Nights

SATURDAY: All Day AM PM Evenings Sleeping Nights Waking Nights

SUNDAY: All Day AM PM Evenings Sleeping Nights Waking Nights

Would you ever consider being "bank staff" to cover sickness and holidays? *

No Yes

[Back to Part 1](#) [Continue to Part 3](#)

Your Account

Username

Password

Remember Me

Also don't forget to **select** the option “would you ever consider being bank staff to cover any temporary sickness or holiday periods?” if you wish to be considered for extra hours.

Then **click** “Continue to Part 3”

Step D

On the KDC connections “Personal Assistants: Register” page (Part 3 of 5) **click** in the box to indicate whether you hold a valid full UK driving license.

Also **click** in the boxes to indicate all locations within Merseyside that you are willing to travel to for work.



The screenshot shows the KDC connections website interface. At the top left is the KDC connections logo. To the right of the logo are accessibility options for Font Size (three icons), Colour Scheme (three icons), and a "Connecting You Together" graphic with people icons. Below the logo is a navigation menu with links: Home, Vacancies, PA Profiles, Employer Resources, PA Resources, and KDC. The main content area is titled "Personal Assistants: Register" and "CV / Resume - Part 3 of 5: Your Travelling Information". A progress bar shows 60% completion. The first question is "Do you hold a full UK driving license?" with radio buttons for "No" and "Yes". The second question is "Please tell us where you are willing to travel to:" followed by a list of locations with checkboxes: Widnes, Wiston, Warrington, Stockbridge Village, St Helens, Runcom, Roby, Prescot, Newton-le-Willows, Liverpool South, Liverpool North, Knowsley Village, Kirkby, Huyton, Halewood, Cronton, and Anywhere in Knowsley. At the bottom of the form are two buttons: "Back to Part 2" and "Continue to Part 4". On the right side of the page is a "Your Account" section with fields for Username and Password, a "Remember Me" checkbox, and a "Login" button. A sidebar on the left contains social media sharing options for Twitter, Facebook, LinkedIn, and Print.

Then **click** “Continue to Part 4”

Step E

On the KDC connections “Personal Assistants: Register” page (Part 4 of 5) complete **all** the required boxes and sections which outline your experience and education including:-

- Which three words best describe you?

This section gives any potential employer a general indication of your characteristics. Examples of words used could include honest, hard-working, punctual, reliable, loyal, patient, practical and conscientious.

www.kdc-connections.org.uk/personal-assistants/personal-assistants-register/

KDC connections

Accessibility: Font Size: A A A Colour Scheme: [] [] []

Connecting You Together

Home Vacancies PA Profiles Employer Resources PA Resources KDC

Personal Assistants: Register

CV / Resume - Part 4 of 5: Experience and Education

Progress: 80%

Which three words best describe you

Word 1 * Word 2 * Word 3 *

Personal Statement *

Are you proficient in any other languages?
 Yes No

Do you have a first aid qualification?
 Yes No

Do you smoke?
 Yes No

Your Account

Username
Password

Remember Me

Login -->

- Personal Statement

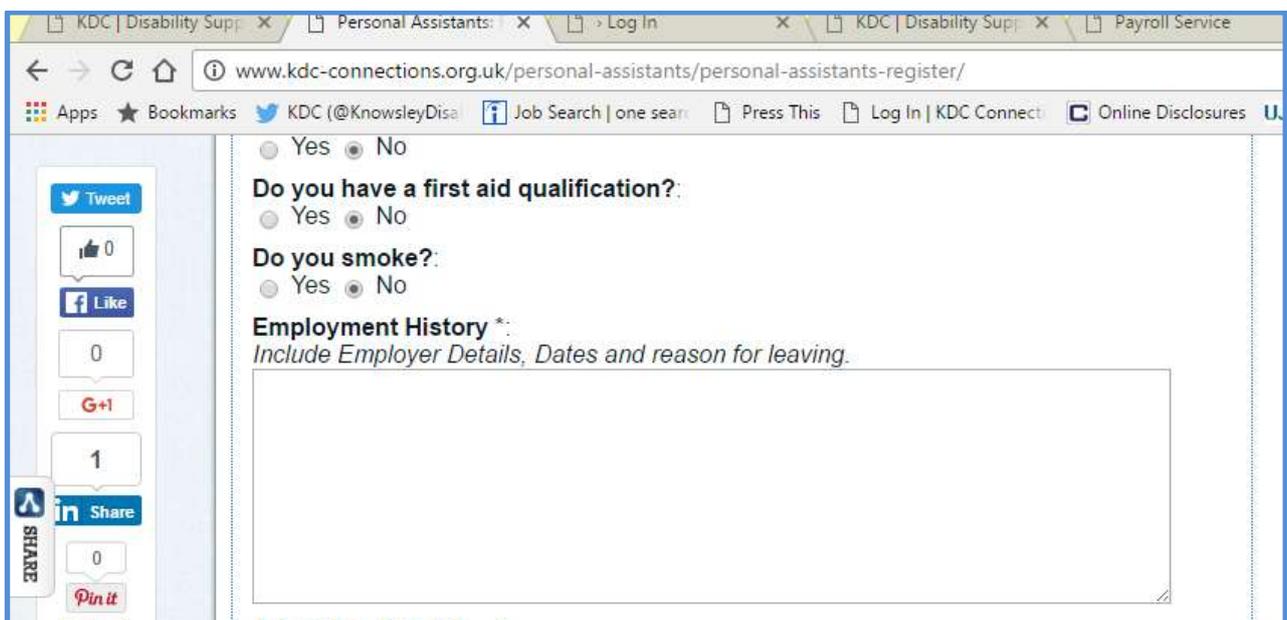
In this section include a short profile of yourself. Explain some of the important skills you have picked up in your personal or work career up to this point and try to give examples of where you picked up these skills.

This section allows any prospective employer to quickly identify your motivation, skills and qualities.

***Declaring whether you smoke, inclusive of e-cigarettes, is of vital importance to many clients who may be at risk from exposure to smoke or who prefer an entirely no smoking environment. It does not automatically preclude you from employment, but it is better to be honest about this to prevent and issues arising.**

Note: Mobile phone usage;

During working hours mobile phones should be switched off furthermore PA's must not take or transmit any images. Any personal or business calls should be directed to the client's landline number so that a message can be relayed.



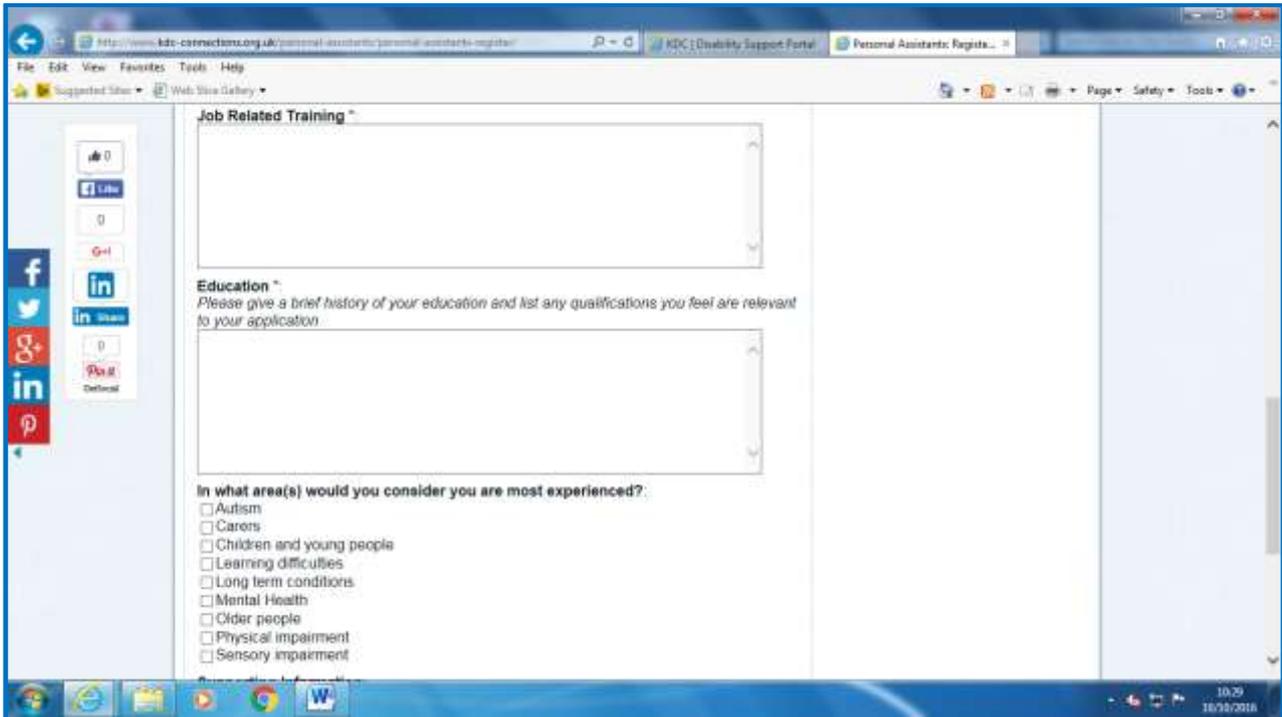
The screenshot shows a web browser window with the URL www.kdc-connections.org.uk/personal-assistants/personal-assistants-register/. The page contains a registration form with the following sections:

- Radio button options: Yes No
- Section: **Do you have a first aid qualification?:**
Radio button options: Yes No
- Section: **Do you smoke?:**
Radio button options: Yes No
- Section: **Employment History *:**
Include Employer Details, Dates and reason for leaving.
A large empty text area for input.

On the left side of the browser window, there is a social media sharing sidebar with buttons for Tweet, Like, G+, Share, and Pin it.

Select as required “Are you proficient in any other languages?” “Do you have a first aid qualification?” “Do you smoke?*”

- Employment History



In this section clearly detail your employment history starting in date order with your current or most recent position to include your dates of employment, job title, a brief description of your duties and reason for leaving together with the employers name, location and contact details.

- Job Related Training

In the Job Related Training section detail any relevant training you have undertaken. This could include any courses you have undertaken for example “Moving and Handling Loads and People,” “Health and Safety in the Workplace” or “Food Hygiene Training.”

These courses and more are offered free of charge through Knowsley Disability Concern, for PA’s working in Knowsley. Contact 0151 480 4090 for more details on dates and times.

- Education

In the Education section detail any qualifications you have obtained in date order starting with your most recently obtained qualification or certificate.

Please note you may be required to provide the certificates for any qualifications you have detailed or training courses you have attended.

The screenshot shows a web browser window with the URL <http://www.kdc-connections.org.uk/personal-assistants/personal-assistants-register/>. The page title is "KDC | Disability Support Portal". The form is titled "Personal Assistant: Regis...". The main content area contains the following text and form elements:

In what area(s) would you consider you are most experienced?:

- Autism
- Carers
- Children and young people
- Learning difficulties
- Long term conditions
- Mental Health
- Older people
- Physical impairment
- Sensory impairment

Supporting information

Below the text area are two buttons: "Back to Part 3" (orange) and "Continue to Part 5" (blue). At the bottom of the form, there is a text line: "If you need help then contact parecruitment@kdc-connections.org.uk". The footer of the page reads: "Copyright KDC Connections © 2016. All Rights Reserved".

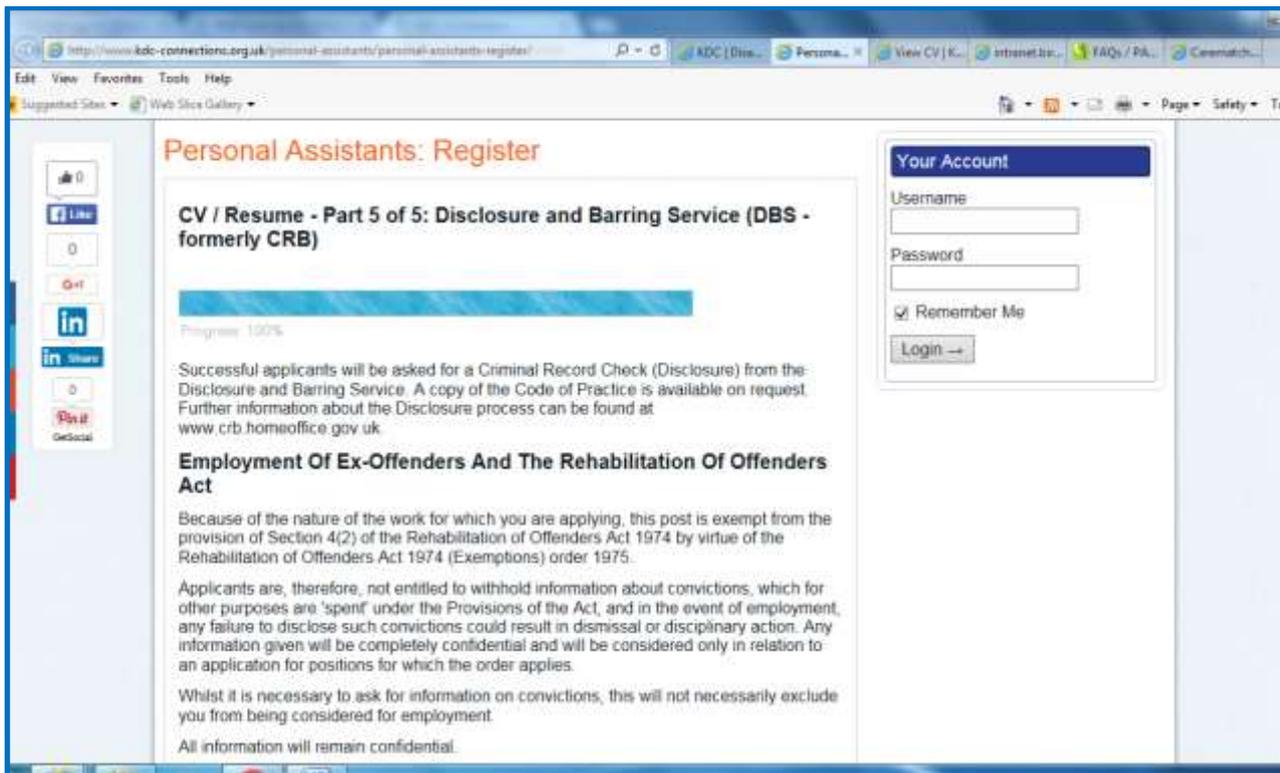
Next from the list of options available **select** as required which areas you are most experienced in.

- Supporting Information

In the supporting information section can give a description of your skills, knowledge and experience and why you feel you are ideally suited to the role of a Personal Assistant together with any other information you consider relevant to your application.

Then **click** "Continue to Part 5"

Step F



On the KDC connections “Personal Assistants: Register” page (Part 5 of 5) **carefully read** the information in relation to the *Disclosure and Barring Service (DBS - formerly CRB) and the Employment of Ex-Offenders and the Rehabilitation of Offenders Act.

Select as required “Do you have a current DBS / CRB / ISA Registration?” “Have you had any previous convictions?” “Are any cases currently pending against you?” **It is vitally important these questions are answered honestly.**

Next carefully read the information in relation “Do You Need Permission to Work in The UK?” Then **select** as required “Are you eligible to work in the UK?” . “Do you need a work permit?” At interview your ID documents will be checked to verify this

***In some cases a DBS check may be provided if it is a requirement of the position. For more information on DBS checks please read the [DBS overview available](#)**

The image shows a screenshot of a web browser window displaying a registration form. The browser's address bar shows 'Web Slice Gallery'. The form contains the following elements:

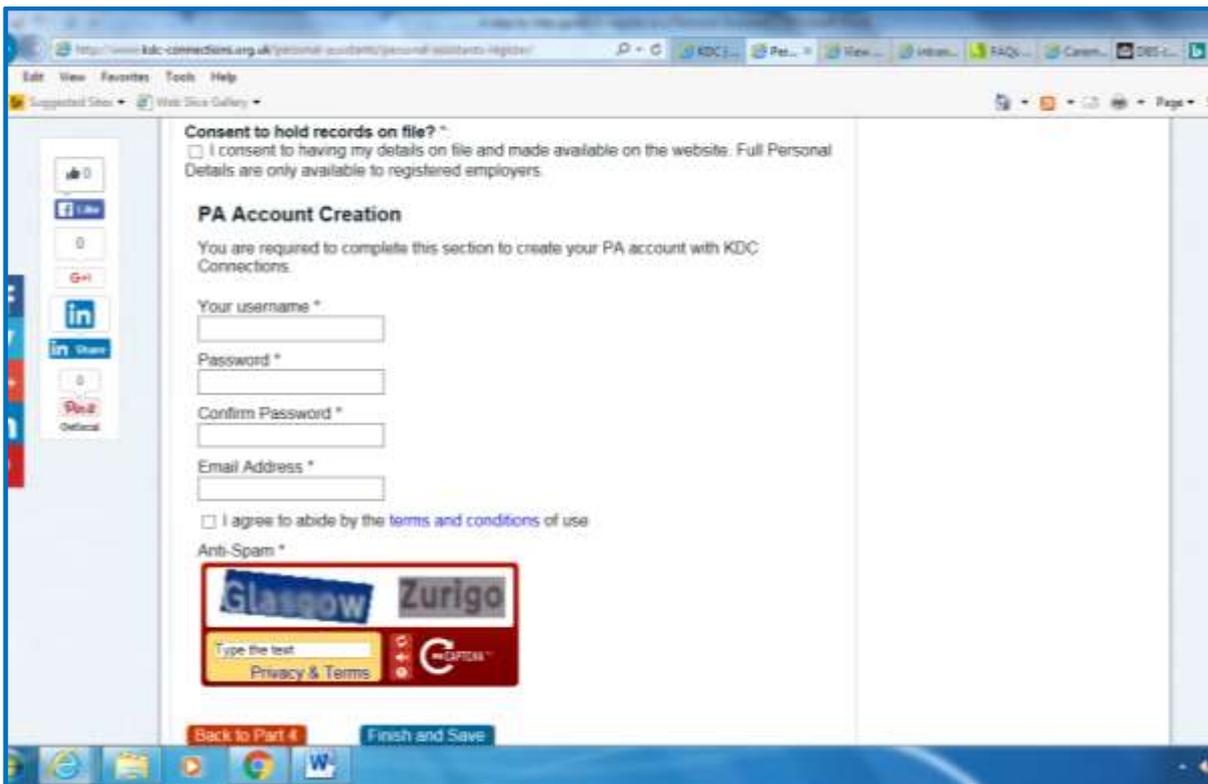
- A notice: "All information will remain confidential."
- Question: "Do you have a current DBS / CRB / ISA Registration?" with radio buttons for "Yes" and "No" (selected).
- Question: "Have you had any previous convictions?" with radio buttons for "Yes" and "No".
- Question: "Are any cases currently pending against you?" with radio buttons for "Yes" and "No".
- Section Header: "Do You Need Permission To Work In The UK?"
- Text: "Your employer will need to know if it is legal for you to work in the UK and whether you need a work permit or visa. You will need to show proof of your right to work. Some people are automatically entitled to work in the UK. Others may have restrictions on how long they can stay, whether they can work or the type of work they can do."
- Text: "On 29th February 2008, the Government introduced some changes to the law on preventing illegal working. UK employers need to undertake document checks on all potential recruits and when you start a new job your employer may wish to carry out a number of checks to see if you are eligible to work in the UK."
- Question: "Are you eligible to work in the UK?" with radio buttons for "Yes" and "No".
- Question: "Do you need a work permit?" with radio buttons for "Yes" and "No".
- Question: "CV is active on website?" with radio buttons for "Yes" (selected) and "No".
- Section Header: "Consent to hold records on file? "
- Text: "I consent to having my details on file and made available on the website. Full Personal Details are only available to registered employers."

Finally, select “CV is active on website?” if you wish your profile to be visible on the site.

Then read and **Select**, if agreeable, the “Consent to hold records on file?”

Next in the boxes provided enter a username and password to enable you to log into your account. These should be easily memorable but unique to you for security reasons.

Confirm your chosen password and also enter your email address. Then read and **Select**, if agreeable, “I agree to abide by the [terms and conditions](#) of use.”



Next enter the words **shown** in the “Type the text.” In the example below this would be “Glasgow” and “Zurigo.”

Finally **Click** “Finish and Save” and you are all done and registered on KDC Connections.

Remember!

It is your account, and your responsibility to keep your contact details and availability to work up to date – an out of date profile does not look good to a prospective employer.