

APP/SWC/PA/

[For OACP use only] Approval Number

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | Mr |  | Mrs |  | Miss |  | Ms |  | Dr |  | Prof |  |
| **Full Name** |
| First Name |  |
| Family Name |  |
| Gender | Male |  | Female |  |
| Daytime Telephone Number |  |
| Mobile |  |
| Email |  |
| Date of last DBS check, or state never  |  |
|  |  |
| **Course type** | **Completed ddmmyyyy** |
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| --- | --- | --- | --- | --- |
| **Car Driver** | Yes |  | No |  |

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| --- |
| **Approximate charges:** |
| Per hour 8am – 8pm Monday to Friday | £  |
| Per hour 8am – 8pm Weekends and Bank Holidays | £  |
| Per hour 9pm – 7am Overnight care | £  |
| Mileage | £  |
| Sleep over | £  |

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| **Short description** |
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| **Which tasks are provided as a Personal Assistant?** |
| Personal care |  | Social & Leisure activities |  |
| Domestic Assistance |  | Work or study support |  |
| Other, please state |
|  |

**Which area the Personal Assistant works in**

| **Tick** | **Postcode** | **Including** |
| --- | --- | --- |
|  | **GL7** | Broadwell, Claydon, Claydon Pike, Downington, Filkins, Fyfield, Kelmscott, Kencot, Langford, Little Faringdon, Little London, Southrop, Thornhill, Warrens Cross |
|  | **GL56** | Adlestrop, Aston Magna, Barton-on-the-Heath, Batsford, Blockley, Bourton on the Hill, Broadwell, Chastleton, Daylesford, Donnington, Dorn, Draycott, Evenlode, Little Compton, Longborough, Lower Lemington, Oddington, Old Town, Sezincote, Snowshill Hill, Springhill, Stretton on Fosse, Todenham, Upper Oddington |
|  | **NN13** | Brackley, Croughton, Farthinghoe, Hinton-in-the-Hedges, Westbury, Turweston, Mixbury |
|  | **OX1** | Boars Hill, Oxford (Central and South), Kennington, New Hinksey, Osney, South Hinksey |
|  | **OX2** | Botley, Jericho, Oxford (North and West), North Hinksey, Summertown, Wytham, Wolvercote |
|  | **OX3** | Beckley, Elsfield, Headington, Marston, Noke, Oxford (North East), Woodeaton, Woodperry |
|  | **OX4** | Blackbird Leys, Cowley, Oxford (East), Iffley, Littlemore, Rose Hill, Sandford-on-Thames |
|  | **OX5** | Begbroke, Charlton-on-Otmoor, Fencott, Islip, Kidlington, Murcott, Tackley, Yarnton, |
|  | **OX7** | Bledington, Chadlington, Charlbury, Chipping Norton |
|  | **OX9** | North Weston, Postcombe, Thame, Towersey |
|  | **OX10** | Berinsfield, Cholsey, Dorchester, Wallingford |
|  | **OX11** | Aston Tirrold, Aston Upthorpe, Blewbury, Chilton, Didcot, Harwell, South Moreton, Upton |
|  | **OX12** | Ardington, Charney Bassett, Childrey, Challow (East & West), Denchworth, Farnborough (Berks), Fawley, Ginge (East & West), Grove, Hanney (East & West), Hendred (East & West), Kingston Lisle, Letcombe Bassett, Letcombe Regis, Lockinge (East &West), Lyford, Sparsholt, Wantage |
|  | **OX13** | Appleton, Bayworth, Besselsleigh, Cothill, Dry Sandford, Frilford, Garford, Longworth, Marcham, Shippon, Steventon, Southmoor, Sunningwell |
|  | **OX14** | Abingdon, Appleford-on-Thames, Burcot, Clifton Hampden, Culham, Drayton, Little Wittenham, Long Wittenham, Milton, Radley, Sutton Courtenay |
|  | **OX15** | Alkerton, Balscote, Barford St Michael, Barford St John, Bloxham, Bodicote, Brailes, Broughton, Deddington, Hempton, Drayton, Edge Hill, Epwell, Hook Norton, Horley, Hornton, Milcombe, Milton, North Newington, Ratley, Shenington, Sibford Ferris, Sibford Gower, Shutford, South Newington, Swalcliffe, Swerford, Tadmarton, Upton, Wigginton, Wroxton, |
|  | **OX16** | Banbury |
|  | **OX17** | Adderbury, Appletree, Aynho, Arlescote, Chacombe, Charlton, Cheney, Chipping Warden, Claydon, Cropredy, Culworth, Edgcote, Farnborough (Warks), Greatworth, Great Bourton, Hanwell, King's Sutton, Little Bourton, Lower Thorpe, Marston St Lawrence, Middleton Mollington, Nethercote, Newbottle, Overthorpe, Prescote, Shotteswell, Stuchbury, Sulgrave, Thenford, Thorpe Mandeville, Twyford, Upper Astrop, Wardington, Warkworth, Warmington, Williamscott |
|  | **OX18** | Alvescot, Asthall, Aston, Bampton, Barrington, Black Bourton, Bradwell, Brize Norton, Burford, Carterton, Chimney, Clanfield, Cote, Fulbrook, Grafton, Holwell, Lew, Little Clanfield, Radcot, Shilton, Signet, Swinbrook, Taynton, Upper Windrush, Upton, Weald, Westwell, Widford, Windrush |
|  | **OX20** | Bladon, Glympton, Kiddington, Woodleys, Woodstock, Wootton |
|  | **OX25** | Ambrosden, Arncott, Blackthorn, Caulcott, Duns Tew, Little Chesterton, Lower Heyford, Merton, Middle Aston, Middleton Stoney, North Aston, Piddington, Rousham, Somerton, Steeple Aston, Steeple Barton, Upper Heyford, Wendlebury, Weston-on-the-Green |
|  | **OX26** | Bicester, Chesterton, Launton |
|  | **OX27** | Ardley, Bainton, Baynards Green, Bucknell, Caversfield, Charndon, Fewcott, Fringford, Fritwell, Godington, Hardwick, Hethe, Marsh Gibbon, Newton Morrell, Poundon, Souldern, Stoke Lyne, Stratton Audley, Tusmore |
|  | **OX28** | Witney |
|  | **OX29** | Barnard Gate, Brighthampton, Church Hanborough, Combe, Crawley, Curbridge, Ducklington, Eynsham, Freeland, Hailey, Hardwick, High Cogges, Long Hanborough, New Yatt, Newbridge, North Leigh, East End (North Leigh), Old Shifford, Shifford, Standlake, Stanton Harcourt, Stonesfield, Sutton, Yelford |
|  | **OX33** | Forest Hill, Holton, Horspath, Horton-cum-Studley, Littleworth, Milton Common, Stanton St. John, Waterperry, Waterstock, Wheatley, Woodperry |
|  | **OX39** | Chinnor, Crowell, Emmington, Henton, Kingston Blount, Sydenham |
|  | **OX44** | Ascott, Chalgrove, Chippinghurst, Chiselhampton, Cuddesdon, Denton, Garsington, Great Haseley, Great Milton, Little Baldon, Little Haseley, Little Milton, Marsh Baldon, Nuneham Courtenay, Stadhampton, Toot Baldon |
|  | **OX49** | Aston Rowant, Brightwell Baldwin, Britwell Salome, Christmas Common, Cuxham, Easington, Lewknor, Pyrton, Shirburn, Watlington |
|  | **RG4** | Sonning, Sonning Common, Kidmore End |
|  | **RG8** | Goring, Streatley, Pangbourne, Whitchurch-on-Thames |
|  | **RG9** | Hambleden, Rotherfield Peppard, Turville, Turville Heath, Skirmett, Rockwell End, Mill End, Fawley, Fingest, Frieth, Greenlands, Nettlebed, Shiplake, Henley-on-Thames |
|  | **RG10** | Charvil, Hurst, Ruscombe, Twyford, Wargrave, Waltham St Lawrence |
|  | **SN6** | Highworth, Cricklade, Shrivenham, Watchfield, Ashton Keynes, Ashbury, Bishopstone, Castle Eaton, Hannington, Idstone, Marston Meysey, Leigh |
|  | **SN7** | Faringdon, Stanford in the Vale, Uffington, Longcot, Fernham, Buckland, Great Coxwell, Little Coxwell, Littleworth, Shellingford, Buscot |

**Days and times the Personal Assistant is available, or specific hours.**

| **Day** | **Morning** | **Afternoon** | **Evening** | **Night** |
| --- | --- | --- | --- | --- |
| **Monday** |  |  |  |  |
| **Tuesday** |  |  |  |  |
| **Wednesday** |  |  |  |  |
| **Thursday** |  |  |  |  |
| **Friday** |  |  |  |  |
| **Saturday** |  |  |  |  |
| **Sunday** |  |  |  |  |