



Self Employed PA Checklist

- Valid Enhanced Adult & Childrens Workforce DBS (issued within 3 years) including Barred Lists
- Valid Carers Public Liability Insurance Certificate
- UTR (unique tax reference) Number from HMRC
- Online Coronavirus Awareness UK Training via IWC
- Online PPE Training via IWC Learning Hub
- Online Basic Skills for PA's Training via IWC Learning Hub
- Signed Code of Conduct returned to PA Market Team
- Cover Letter and details up to date when applying for work on the Noticeboard
- Contact details up to date at all times
- Right to Work Documentation submitted to PA Team
- Attend PA Introduction Session





PAYE Employed PA Checklist

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