YOUR GUIDE TO
FIND-A-PA WEBSITE

If you receive a direct payment from RBK and are looking for a Personal Assistant (PA) to employ, then you can register on our PA Recruitment website www.find-a-pa.co.uk free of charge.
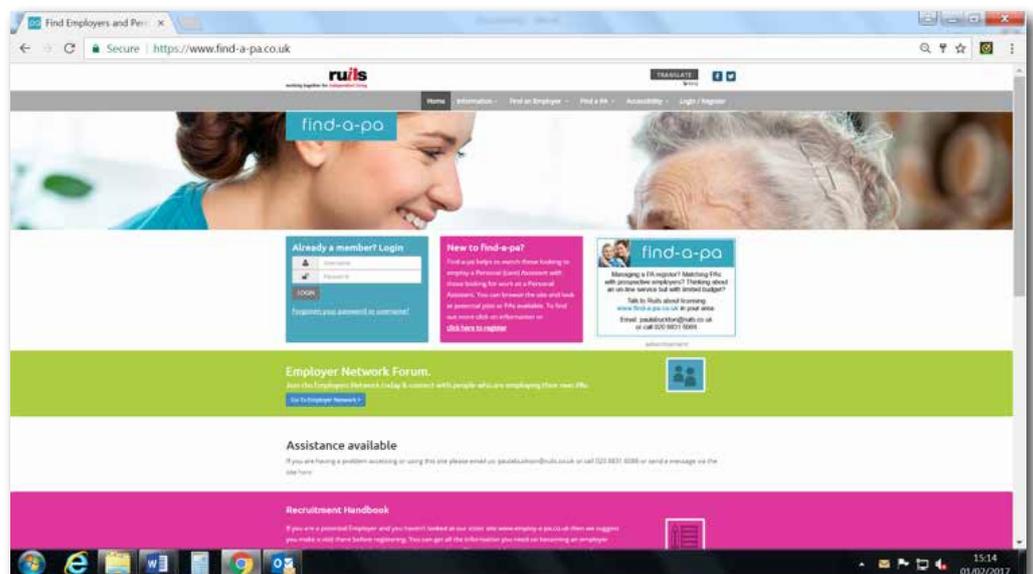
It is easy to use and will give access to people looking for a job as a PA in the area. You can create your own profile on the site and can search for PAs who are looking for work.

At this point, contact KCIL (020 8481 1446 or email enquiries@kcil.org.uk) for the code to register for free.

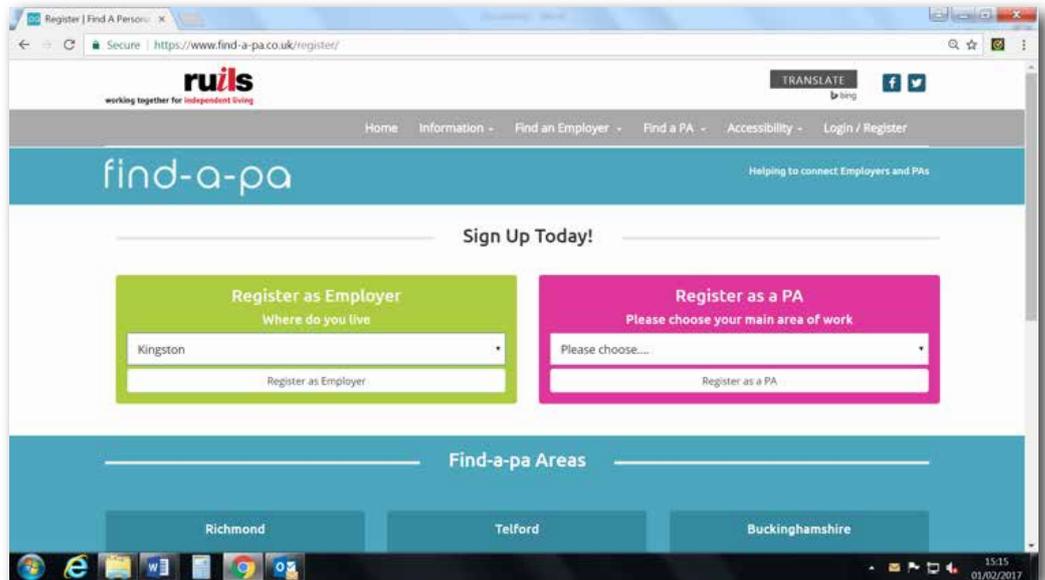To register as an employer, log on to **www.find-a-pa.co.uk** and click on pink box.

STEP 1

STEP 2

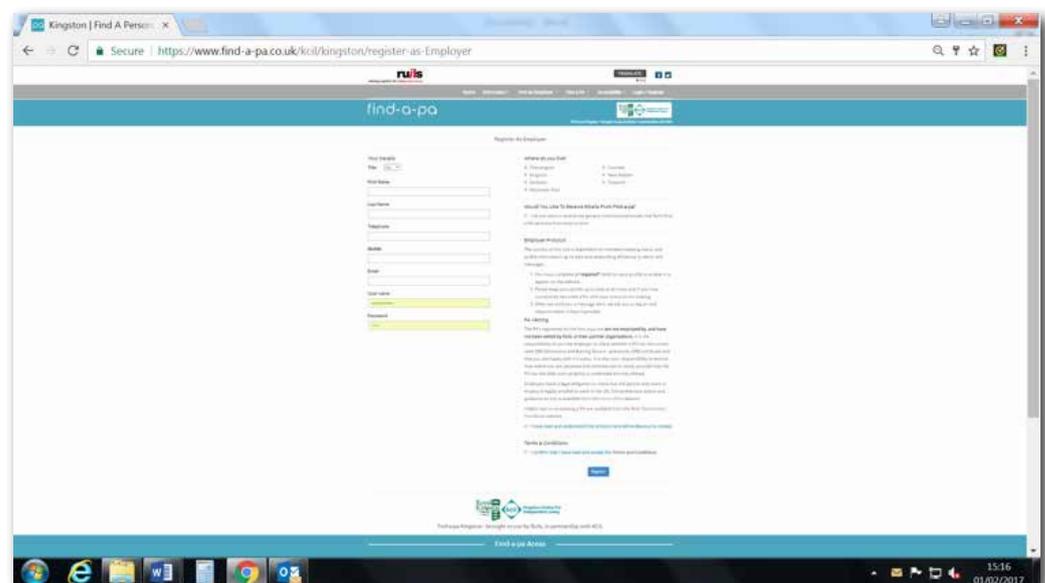To register as an employer select Kingston and press 'Register as Employer'.

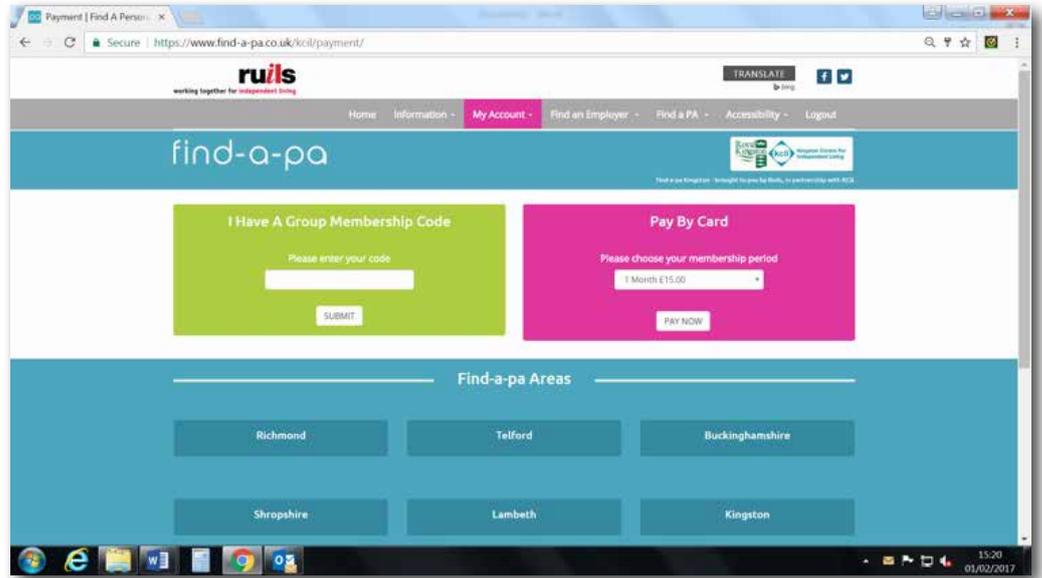| TIP	Keep a record of your user name and password
	USER NAME ....
	PASSWORD ....

STEP 3

The username does not need to be your full name. If you want to remain anonymous, you can use any name you want to be known as.

Complete all fields, tick the two boxes at the bottom of the page and press 'Register'

020 8546 9603

STEP 4
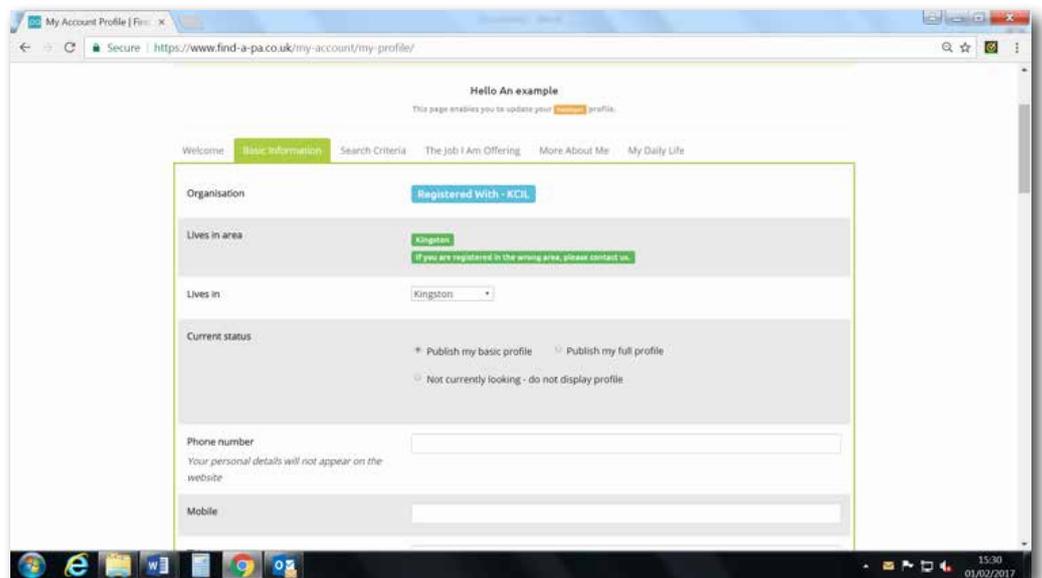
Enter the code and press 'Submit'.

STEP 5

Click on each tab (basic information, search criteria, the job I am offering, more about me, my daily life) and complete all the required fields fully.

When on the second tab (Basic Information), please ensure you select 'Publish my full profile' or 'Publish my basic profile' to ensure your profile is visible on the website.
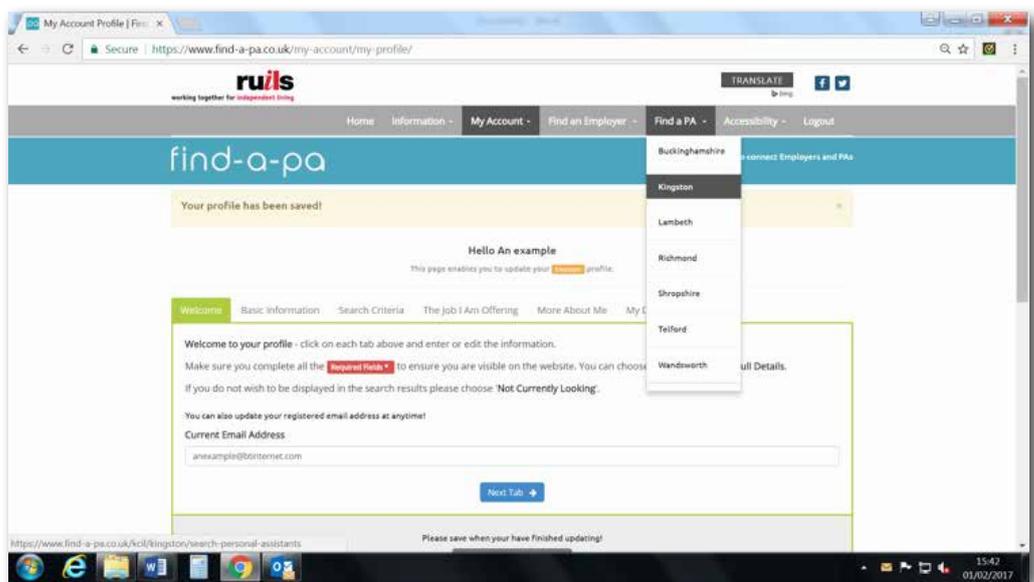
STEP 6

Once a tab is completed, click on 'Next Tab' button. Remember to save your profile once all tabs are completed.

You will be prompted to complete all required fields by highlighted red boxes at the very bottom of the screen.
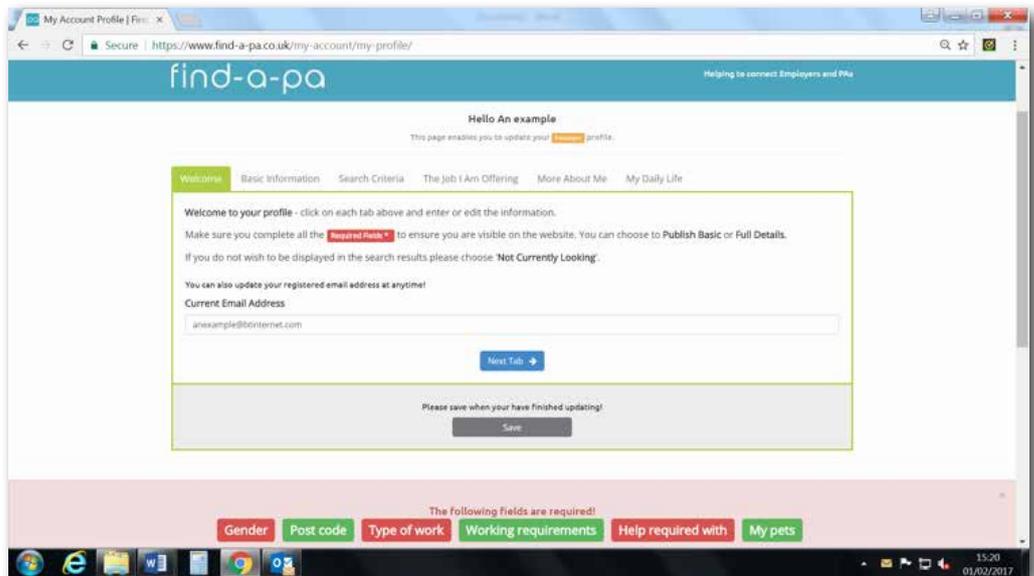
STEP 7

Once your registration is complete, you are free to browse and contact other website users.

020 8546 9603   **www.kcil.org.uk**