



Information Sheet

RECRUITMENT SUPPORT PROVIDED BY WILTSHIRE CIL

If you are looking to recruit a Personal Assistant (PA) and you are in receipt of a Direct Payment, Wiltshire CIL can support you; here's how....

Job Centre Adverts

Wiltshire CIL can place an advert in the Job Centre adverts on your behalf. This is what happens:

Step	Wiltshire CIL	Employer
1	Provide a job description template.	Complete the missing fields on the job description and return to Wiltshire CIL.
2	Assign a Vacancy Ref. No. and advertise on the Job Centre and in our office window Job Board (based in Devizes).	
3	Respond to applicant enquiries and send out application forms and job descriptions.	Answer any queries Wiltshire CIL may receive in relation to the vacancy.
4	At the closing date, send any completed applications received to the employer.	Employer to sift applications and invite chosen applicants to interview. Let those who have not been short listed know that they will not be taken onto the next stage.
5		Employer to interview and appoint. Inform unsuccessful candidates of the outcome of the interviews.
6		Any pre-employment checks need to be completed by the employer. This will include checks to ensure the applicant is eligible to work in the UK (usually an in date British passport), referencing (do your own reference request by post, email or over the telephone) and a DBS check. Wiltshire CIL can conduct a DBS check on your behalf. Please email dbs@wiltshirecil.org.uk . Also, if applicable check training certificates and car insurance details.
7		Link back in with Direct Payment Adviser to set up employee or request re-advertisement if not successful.



Other Methods of Advertising

You can increase the likelihood of successfully filling your vacancy by using other means of advertising, either with or without the support provided by Wiltshire CIL described above, including:

PA Register

There is a PA Register for Wiltshire provided by Wiltshire CIL. It is a matching site for employers and PAs and can be used by employers independently. PAs registered on the site are members of the public, usually with some PA experience. PAs are not vetted by Wiltshire CIL and any pre-employment checks will have to be arranged by the employer on appointment.

The website address is: www.wiltspa-reg.org.uk

Local Adverts – posting up adverts in local shops and/or Post Office.

Gumtree – www.gumtree.com – posting up an advert online (there is usually a cost associated with this).

Facebook (Social Media site) – post up advert text then either signpost candidates to contact us (if we have advertised on your behalf in the Job Centre) or to contact you if you are advertising independently.

If you use any of these alternative methods, provided Wiltshire CIL has advertised on your behalf elsewhere, then the vacancy reference number we have assigned can be quoted on the advert and (as long as you provide our contact details), we can deal with applicant queries / application form requests.

All adverts posted by employers should make it clear that the employer is yourself and not Wiltshire CIL; example wording for this can be provided on request.

If you have any queries about the information provided or you would like further information, please contact the DP Adviser Team at Wiltshire Centre for Independent Living on 0300 1233 442 Option 3 or admindp@wiltshirecil.org.uk

GENERAL DISCLAIMER:

This 'Information Sheet' is intended to be a guide only and is not produced by Wiltshire CIL as a legal document.