



Information Sheet

RECRUITMENT SUPPORT PROVIDED BY WILTSHIRE CIL

If you are looking to become Personal Assistant (PA), Wiltshire Centre for Independent Living (Wiltshire CIL) provides support to individuals looking to recruit. It is important to note that Wiltshire CIL is not the employer.

Finding a vacancy

All jobs advertised with us are assigned a Vacancy Ref. No. and advertised on the Job Centre and in our office window Job Board (based in Couch Lane, Devizes).

We also support individual employers by providing postcard advertisements which they can post in local shops. The employer is responsible for having these put up.

We send out application forms based on the reference number of each vacancy advertised, therefore it is important to quote this when applying or responding to any vacancy

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 of Wiltshire CIL.

PAs are not vetted by Wiltshire CIL and any pre-employment checks will be arranged by the employer with support from Wiltshire CIL if needed.

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

Other Methods of finding a vacancy

You can increase the likelihood of successfully finding a vacancy by using other means of searching, including:

Facebook (Social Media site) – Some employers post up advert text then either signpost candidates to contact them directly or via Wiltshire CIL

Local Shops with notice boards

Where Wiltshire CIL has advertised on the employer's behalf, then usually it is Wiltshire CIL's contact details that are provided. In such cases, we deal with any queries and send out and receive application forms.

All adverts posted by employers should make it clear that the employer is not Wiltshire CIL;

GENERAL DISCLAIMER:

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