Direct Payments

Lower Ground Floor

The Core

Solihull B91 3RG

Tel: 0121 709 7591

Email: admin@direct-payments.org.uk

Date:

Dear ,

**Application pack for Personal Assistant/Carer position (Reference No)**

Thank you for notifying us of your interest in the above position. Enclosed is the application pack including the job description, person specification and application form. In order to apply for the position, we will need the application form fully completed and returned either by post or email details of which can be found above. The closing date for completed application forms to be received is 5pm on DD/MM/YY.

Age UK Solihull are working on behalf of a direct payment recipient as part of their support services. Therefore if you are successful in your application and are offered the position, you will be employed by the recipient of the direct payment and not Age UK Solihull.

Can I take this opportunity to thank you for your enquiry and wish you the best of luck with your application.

Yours sincerely,