The Circle

 33 Rockingham Lane

 Sheffield

 S1 4FW

 0114 2536750

 info@disabilitysheffield.org.uk

 [www.disabilitysheffield.org.uk](http://www.disabilitysheffield.org.uk)

July 2023

Dear Applicant,

**PA Support Worker (for Independent Advocate)**

Thank you for your interest in the above position with Disability Sheffield. Please find enclosed the job description and application form as requested.

We ask you to fill in your application carefully, giving all relevant information and in particular setting out the ways in which you meet the competencies outlined in the job description and person specification. Please provide clear and concise examples of when you have had to use the necessary skills. Your application should be typed or completed in black ink.

If you have any questions, need support with filling out the application form or would like an informal chat about the post please email mary.phillips@disabilitysheffield.org.uk

Completed applications should be returned to;

**Mary.phillips@disabilitysheffield.org.uk**

Or posted to;

Mary Phillips, Disability Sheffield, The Circle, 33 Rockingham Lane, Sheffield S1 4FW

The closing date for applications to be received is **9am on 10th August 2023.**

Late applications and CVs will not be accepted.

Interviews are currently due to be held on **16th August 2023.**

Disability Sheffield has a policy of shortlisting and interviewing all disabled applicants who meet the minimum requirements for their jobs. The law will allow this. It would not be unlawful discrimination against a non-disabled applicant who also meets the minimum requirements but is not shortlisted.

Kind regards,

Mary Phillips, Advocacy Manager