

**Care at Home Services**

85 – 87 Kilbowie Road

Clydebank

G81 1BL

Tel No: 0141 951 6188

Fax No: 0141 951 6192

Date: Thursday, 24 April 2014

Name  
Address 1  
Address 2  
Town  
Postcode

Dear

## **Lay Assessors Pilot application**

Thank you for applying to become a volunteer lay assessor.

Enclosed is an application form and information pack. If these raise any questions, please do not hesitate to contact me. You can ring me on the number above, and if I am not at my desk you can leave a message and I'll get back to you.

When I receive your completed application, I will contact you to arrange an interview (if we haven't already discussed your application in person).

Before you can start work as a lay assessor, we will need your references, and an PVG check. This may take some time, but we do try to speed up the process as much as possible. (You will need to visit the office to apply for the PVG check, bring your passport, a recent utility bill and bank statement, and your National Insurance and Driving License numbers; but it will not cost you anything.)

I will arrange a convenient time for you to come in when I have received your references.

I look forward to hearing from you.

Richard Heard  
**Care at Home Organiser**