



HR/RS
Apr 2021

Dear Applicant

Application for Temporary Assistant Project Worker – Forth Valley (12 month temporary contract)

Thank for your enquiry about the above vacancy with Includem. I am pleased to enclose an information pack which contains the following:

- ❖ Job Description and Person Specification
- ❖ Application Form for completion
- ❖ Equal Opportunities Monitoring Form
- ❖ Information about Includem

Completed applications should be submitted by email no later than midnight on Wednesday 28th April 2021. Applications can be accessed directly online via the Includem website www.includem.org/jobs and once completed emailed directly to us at hrassist@includem.co.uk. When completing the application form, we strongly recommend that you read through all the material and the accompanying guidelines

Applications will be shortlisted against set criteria and successful candidates will be informed in due course confirming whether they will be progressed to attend the recruitment assessment process. For candidates who are shortlisted a selection event will take place on via video-conferencing on Wednesday 5th May 2021. If you are successful following the selection event individual interviews will take place on Thursday 13th May 2021.

Thank you for your interest in Includem and the above position.

Yours sincerely

Rachael Smith
HR Manager