



Dear Applicant

**Application for Participation Officer (12 month temporary contract)**

Thank for your enquiry about the above vacancies 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 21<sup>st</sup> April 2021**. Applications can be accessed directly online via the includem website [www.includem.org/work-with-us/](http://www.includem.org/work-with-us/) and once completed emailed directly to us at [hrassist@includem.co.uk](mailto: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 interview. For candidates who are shortlisted interviews will take place **week commencing 3<sup>rd</sup> May 2021**.

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

Yours sincerely

**Rachael Smith**  
**HR Manager**