



HR/RS
Aug 2021

Dear Applicant

Application for Group Work Volunteer

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

- ❖ Role 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 Sunday 29th August 2021. Applications can be accessed directly online via the Includem website includem.org/work-with-us/ 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.

Successful candidates will be informed in due course confirming whether they will be invited to have an informal discussion with the recruiting manager. For candidates who are shortlisted the informal discussion will take place week commencing 6th September 2021.

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

Yours sincerely

Rachael Smith
HR Manager