



Dear Applicant

**Application for Assistant Project Worker – Aberdeen – 12 month 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. 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 attend the recruitment assessment process. Please note that for candidates who are shortlisted their will be a two-stage process which consists of a Group stage and a competency-based interview.

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

Yours sincerely

Megan Rutherford

HR Assistant