



October 2021

Dear Applicant

Application for Multi Risk Sessional Worker

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. 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.

Please note that we will close the advert if we receive a high level of applications.

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

Yours sincerely

Megan Rutherford
HR Assistant