December 2021

Dear Applicant

**Application for Sessional Mentors - STIRLING & FORTH VALLEY**

Thank for your recent 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
* Equal Opportunities Monitoring Form

Application information can be accessed directly online via the Includem website <https://includem.org/work-with-us/> and completed applications returned by us by email at [hrassist@includem.co.uk](mailto:hrassist@includem.co.uk)

Alternatively, you can submit a paper copy by post to the address above. When completing the application form, we strongly recommend that you read through all the material and the accompanying guidelines before completing the form. Unfortunately, we are unable to accept CVs.

The closing date for this vacancy is midnight on **5th January 2022**. Applications will be shortlisted against set criteria and successful candidates will be informed in due course confirming whether they will be invited to attend our recruitment assessment event which will take place during on 10th January 2022.

Thank you for your interest in this position and we look forward to hearing from you.

Yours sincerely,

**Susannah Endeacott**

**HR Administrator**