

Dear Applicant

Application for Assistant Project Workers (Glasgow/West)

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
- ❖ Includem Annual Report
- ❖ Includem Framework of Intervention

All completed applications should be submitted to Head Office, no later than Tuesday 5 February 2019 at 5.00pm. Applications can be accessed directly online via the Includem website (www.includem.org/jobs) and emailed directly to us at hrrassist@includem.co.uk Alternatively you can submit by post to Includem., Academy Office Park, Unit 6000, Gower Street Glasgow, G51 1PR. 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.

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.

The recruitment comprises of 2 stages, details of which are shown below:-

Stage 1 - Group Session	-	Friday 15 February 2019 (all day)*
Stage 2 - Individual Interviews	-	Friday 22 February 2019

* Applicants who successfully complete Stage 1 of the recruitment process will be invited to attend to attend the next stage in the recruitment process.

Thank you for your interest in the above position.

Yours sincerely

Suzanne Booth
Senior HR Manager