



Dear Applicant

### **Application for position at Grampian Autistic Society**

Thank you for your recent enquiry regarding a position with Grampian Autistic Society. Please complete the enclosed Application Form and return it to us either by post or by email to the address below. You will find enclosed in this Job Pack:

- Job Description
- Statement of Core Values
- Application Form
- Brochure

The position you are applying for entails working with vulnerable individuals. The Grampian Autistic Society has a duty to ensure that its employees are suitable for such work and to check that prospective employees do not have anything in their history that suggests they might be unsuitable to work with adults and children.

To this end, should we wish to appoint you, we will:

- Submit your details for inclusion on the P.V.G. Scheme
- Check that your referees include your most recent employer and (where applicable) your most recent position in an education or care related role

If you are disqualified from working with children you should be aware that it is an offence to apply to work with children and adults.

To help us pursue these processes effectively, please ensure that you complete your application form fully.

We look forward to receiving your application.

Yours faithfully

Becky Rafferty  
Administrator