**Inclusive Recruitment Support Form**

To be completed by the Hiring Manager or Recruitment Lead when seeking volunteers from the Inclusive Recruitment Pool and send to the Resourcing Team [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk)

|  |  |
| --- | --- |
| Job Title |  |
| Grade |  |
| Department |  |
| Directorate |  |
| Permanent Or Fixed Term/Secondment |  |
| Job Profile |  |
| Date recruitment process commences |  |
| Date for shortlisting and Interview |  |
| Type of Recruitment | * Internal Only * Internal followed by External if unsuccessful   (Please select one option) |
| Area of Diversity needed | Examples:   1. All staff welcome, we are particularly interested to hear from women. 2. We are looking to have an ethnically diverse panel, and are therefore looking for staff from Black, Asian or Other Ethnic backgrounds |
| What is on offer | Example:  This is a new role that has been created within our service, In joining the panel you will have the opportunity to shape the recruitment process of this role, find out more about X service and work with X colleagues (insert name) |
| Any special skills needed | Examples:   1. Background in X area would be useful 2. Technical knowledge of X |
| Hiring Manager / Recruitment Lead |  |