

**PRIVATE AND CONFIDENTIAL**

c/o Preston Ribble Circuit  
Fulwood Methodist Church,  
Watling Street Road,  
PRESTON,  
PR2 8EA

9<sup>th</sup> November 2023

**POST OF:** Community Inclusion Worker, Ashton, **West Preston Methodist Church**

Dear inquirer,

Thank you for your interest in the West Preston Methodist Church, Ashton/ Preston Ribble Methodist Circuit and for requesting further information for the above vacancy. I am pleased to enclose an Application Pack which contains the following information:

- Job Description and Person Specification
- Application form
- An equality and diversity monitoring form
- *For Information on the Circuit/Church or other information relevant to the post available on our website - see <http://www.prestonribblemethodistcircuit.org.uk/index.htm> and [www.wpmc.co.uk](http://www.wpmc.co.uk)*

If you wish to make an application, please complete the application form and return it to the Circuit Administrator - Preston Ribble Circuit, Fulwood Methodist Church, Watling Street Road, PRESTON, PR2 8EA, by 12 noon Wednesday 29<sup>th</sup> November closing date 2023. Email applications can also be sent to me at [minister@wpmc.co.uk](mailto:minister@wpmc.co.uk). It is essential that every section of the application form is completed. Please read the job description and person specification carefully as these form the basis of our shortlisting process.

For details on how we use the information you provide during the course of a job application, please see our privacy notice which is available from: <https://www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice>

It is anticipated that shortlisted candidates will be notified as soon as possible after the closing date and will be called to an interview provisionally week beginning Monday 11<sup>th</sup> December tbc. We will do our best to write to applicants who are not shortlisted, but if the response to the advertisement is substantial this may not be possible. In this case, if you do not receive an invitation within three weeks of the closing date please assume that on this occasion you have not been shortlisted.

It is good to have your interest in this post and we look forward to receiving your application.

Yours sincerely,

Rev Mike Grimsley

Minister for West Preston Methodist Church