

Bemersley House, Gitana Street, Hanley, Stoke-on-Trent, Staffordshire, ST1 1DY  
Tel: 01782 207200 Fax: 01782 207300 email@saltbox.org.uk www.saltbox.org.uk

8 May 2008

Dear

Thank you for your initial enquiry for the position of Community Chaplain. To help you with the application process please find enclosed an information pack detailing:

- Job description
- Personal specification
- Supporting information

For additional website information, please note the following links:

- Saltbox website: [www.saltbox.org.uk](http://www.saltbox.org.uk)
- Independent evaluation of the North Staffs Community Chaplaincy by Wider Impact [www.widerimpact.com](http://www.widerimpact.com)

### **Application Process**

- To proceed with your application we would like you to submit a comprehensive letter of application (*no more than 2 sides of A4*) and a current and relevant Curriculum Vitae
- The closing date for applications is 21 May 2008.
- Applications will be short-listed on 22/ 23 May 2008
- Successful shortlisted candidates will be contacted with further details about their interview and details of the preparation work required
- Interviews for short-listed candidates will take place on either 18 or 19 June 2008
- Candidates will also be invited to a team lunch on Friday 20 June 2008
- Interviews will take place at the Saltbox, Bemersley House, Gitana Street, Hanley, Stoke-on-Trent, ST1 1DY.

We are eager that this process is as straightforward as possible. Should you have any queries after considering this information pack, please do not hesitate to contact Linda Williams on 01782 207200 or email [linda@saltbox.org.uk](mailto:linda@saltbox.org.uk).

Wishing you all the best with your application.

Every Blessing

Lloyd Cooke  
Saltbox Director