

**Private and confidential**



The Old Town Hall  
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Charity No. 1004431

Dear Applicant

Thank you for expressing an interest in becoming a trustee for Watford Mencap. Watford Mencap is a growing organisation and we enjoy hearing from people who would like to join us in our work supporting people with learning disabilities, their families and carers.

As an equal opportunities employer we value the contributions of people from all walks of life and applications are welcomed from all sections of the community. Please do not hesitate to contact us if you require any assistance with your application because of a disability.

I hope you find the enclosed information of interest and that you are encouraged to apply. Please send us your current CV with a covering letter explaining why you would like to be a Trustee with Watford Mencap and complete the application form and return it to the address shown on the form.

As our work is involved with children and vulnerable adults, it is essential that all our workers, paid and unpaid, are vetted by taking up references and completion of DBS checks. Any information gained will be held in strictest confidence.

If you require any further information please do not hesitate to contact me on: 01923 713630 or via Email:

[jpattinson@watfordmencap.org.uk](mailto:jpattinson@watfordmencap.org.uk)

I look forward to receiving your completed application form. We will be in touch soon to arrange interviews for shortlisted candidates.

Yours sincerely

Jane Pattinson  
**Chief Executive**