

INVITATION TO INTERVIEW

Sample letter

Dear

Your application for the post of

I am very pleased to invite you for interview for the above post.

The final selection from short-listed candidates will take place as follows:

Date:

Time:

Venue:

The programme for the day is attached to this letter. Please note that, if you are appointed on the day, we will need to carry out a number of checks. You will need to bring with you the following documents:

- Original certificates of the qualifications that you have listed in your application. (We will photocopy the certificates of the appointed candidate and immediately return to originals).
- Original certificates of your qualifications in English and Maths (such as evidence of a GCSE pass at grade A to C).
- Your completed Criminal Records Bureau Disclosure application (a copy of which is enclosed) and the necessary documents that will confirm your identity, as set out in the CRB Guidance.
- Your criminal convictions declaration form in the sealed envelope provided.
- Your certificate of good conduct (or similar evidence) from your home country, if it is not the UK.

In addition, you must bring evidence of your right to work in the UK. The Asylum & Immigration Act requires all employers to see **one** of the following documents:

- UK passport or UK residence Permit.
- Document issued by the Home Office showing you have the right of residence in the UK.
- Passport or other travel document which shows that you can stay indefinitely in the UK or that you can stay in the UK and are allowed to work.
- Application Registration Card issued by the Home Office stating that you are able to take up employment.

If you are from one of the following countries, additional documentation is required and you should telephone the school office where staff will get further guidance from the County Council:

- Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia, Romania or Bulgaria.

You must bring the original document. The school will retain on file a photocopy of the document of the appointed candidate.

Please confirm your attendance by telephone or email.

I look forward to meeting you for interview. If you have any questions in the meantime, please do not hesitate to contact me by telephone or email.

Yours sincerely

enc: Interview programme
CRB Disclosure Application form
Checklist for completing the Disclosure Application form & do's and don'ts
Recruitment of ex-offenders policy statement
FAQ's about Criminal Records Bureau
Criminal Convictions Declaration form and envelope