**INTERVIEW CHECKLIST**

Please provide the details, date and specific times for your interviews below.

 **Please return this completed form to** **jobs@rbwm.gov.uk**

*Eg: Interview Date: 19th February 2019*

 *Venue: Town Hall, St Ives Road, Maidenhead, SL6 1RF*

 *Duration of Interview: 30 minutes* ***OR*** *30 minutes plus 30 minutes for test*

 *Timeslots: 9.00 am*

 *10.00 am*

 *11.00 am*

|  |  |
| --- | --- |
| Job Title |  |
| Post number |  |
| Interview Date/s |  |
| Venue  |  |
| Interview Panel |  |
| Who to ask for on arrival(Name & Phone number) |  |
| Duration of Interview |  |
| Timeslots |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Test Title (if applicable) & Details |  |