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| When calling please ask for:  Contact Tel: 01628 XXXXX  Email:  DATE |  |  |

***Template /Draft letter for schools to adapt for their use as required***

## Private and Confidential

Dear X

# Invite to Interview for the post of X INSERT

Further to your application for the above post, we are pleased to invite you to attend an interview on DATE at TIME am/pm.

Your interview will be held at VENUE. On arrival, please ask for XXXXXXXXX.

Your interviewers will be XXXXXXXXXXXX and XXXXXXXXXXXX.

Please bring with you the appropriate documentation as required under the Asylum and Immigration Act 1996 (as amended). To meet this requirement the school requires you to bring in any of the documents, or combination of documents as described below. A copy of the documentation will be taken, and the originals returned to you:

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| A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK. |
| A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland. |
| A **current** document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely. |
| A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey, or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules. |
| A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK. |
| A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer. |
| A birth or adoption certificate issued in the UK, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer. |

Please note this is not an exhaustive list, if the documentation you hold is not listed or you have any queries regarding the suitability of your documentation, please contact me on the above number.

Should you require a Visa or other arrangements to work in the UK, please ensure you discuss the details and any restrictions imposed at the interview.

Please also provide any evidence that may explain periods of gaps in employment, for example a gap year or sabbatical.

If your post requires any vocational, professional, or higher qualifications, please supply the original documents.

*\* If your role requires you to drive, please also be prepared to show your driving licence at the meeting. (if relevant).*

By showing these documents to the panel it will prevent any unnecessary delays in your appointment, should you be successful at interview.

Attached is a self-declaration form for your completion prior to interview. This allows you the opportunity to share relevant information and allow this to be discussed and considered at interview before a DBS certificate is requested and received.

Please confirm that you will / will not be attending this interview by contacting *(insert contact details/email address).* If you have any queries, please contact me on the above email or telephone number.

Yours sincerely,

**TITLE**