**Letter inviting Candidates to Interview**

Date:

**Private & Confidential**

Name

Address

Town

Post Code

Dear Name

**Post: Job Title**

Further to your recent application for the above post, I have pleasure in inviting you to attend for an interview at [time] on [date and date at [location].

The interview will last approximately [number] minutes and will include a presentation by you of not more than [number] minutes duration followed by questions. After the interview there will be a short test to assess your ability in relation to core areas of the post.

The topic of your presentation is:

[Presentation topic]

A PC and multi-media projector will be made available should you wish to make a PowerPoint presentation.

By law the Company is required to see original documents in order to confirm your eligibility to work in the UK. Therefore I would be grateful if you could bring the appropriate original document(s) with you when you attend the interview. Details of the documents are listed on the enclosed sheet.

***\*For Non-EEA applicants insert paragraph (a) here***

Please also bring your original qualification certificates and professional organisation certificates, to allow verification of these. We shall take a copy of your documents and hold these should we offer and you accept an offer of employment. We shall securely dispose of all the copies taken if your application is not successful.

***\*For posts exempt from Rehabilitation of Offenders Act and requiring criminal record checks, insert paragraph (b) here***

***\*For posts that require PVG Scheme Membership insert paragraph (c) here***

***\*If you are contacting referees at this stage insert paragraph (d) here***

Please confirm your attendance at interview and the requirements for your presentation no later than two working days prior to the interview, by contacting (name) on the above telephone number. If you require any assistance to take full part in the interview (e.g., an accessible venue), please let us know your requirements and we will make every effort to provide assistance.

Yours sincerely

**Name**

**Title**