

9th May 2022

By Email

Dear <Name>,

I am pleased to invite you for interview for the post of <position> on <DATE> 2020 at 12.00pm at Wootton Park School.

On arrival please park in our visitor's car park and report to the main office where you will be welcomed by <Name>, <Position>.

As part of the interview process, you will need to prepare and deliver a 25 minute lesson on <details here supplied by CL>.

If you are made an offer of employment then it will be conditional and subject to confirmation of:

- Two satisfactory references - References will normally be requested prior to the interview taking place. Where you have specifically indicated that you have not given consent to contact a referee prior to interview, then the reference will only be taken up if you are successful at interview.
- Right to work in the UK - please see the [Home Office Right to Work Checklist](#)
- Barred List and DBS Clearance
- Pre-Employment Health Clearance
- Qualifications - Original copies of qualifications which you have declared as part of your application and which are an essential requirement for the role.
- Disqualification
- Certificate of Good Conduct, in addition for teaching posts a Letter of Professional Standing (if appropriate) - further information can be found at [Regulated Professions database](#) or contact the [UK Centre for Professional Qualifications](#)
- Section 128 check (if appropriate)
- Prohibition Order Clearance (if appropriate)
- A utility bill dated within the last 3 months or another form of verification of your current address
- Original birth certificate
- Proof of NI number

In the event that you are successful at interview, we will require further information.

Please bring with you in a sealed envelope a completed **Invitation to Interview** checklist together with the relevant disclosure form.

The information collected at interview will be used in compliance with the Data Protection Regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. When the recruitment process is completed, your information will be stored securely for a maximum of six months then securely destroyed, save where you are employed as a result of this recruitment process.

Should you have any specific requirements relating to a disability or dietary needs please let us know.

Please confirm that you will be attending the interview as soon as possible.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dan Rosser', enclosed in a thin black rectangular border.

Dan Rosser

Principal

Invitation to Interview Checklist

Please complete the below checklist ensuring you have included all relevant documents for the interview.

Interview date:	
Post:	
All forenames:	
All surnames (including previous surnames):	

Please ensure that you have completed and/or provided the following documentation that the School requires.

Action		Yes	No
1.	<p>Disclosure of Criminal Convictions</p> <p>I confirm that I have completed and enclosed the attached Criminal Convictions Disclosure Form.</p>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<p>Disclosure of Child Protection Investigation</p> <p>Have you been subject to any child protection investigation?</p> <p>If yes, please provide details in a separate sealed envelope of the circumstances and the outcome including any warnings, orders or conditions.</p>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<p>Disclosure of Relationships</p> <p>Do you have any relationship with a pupil, employee, governor or trustee?</p> <p>If yes, please enclose details.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<p>Documents Provided to Evidence Right to Work</p> <p>I confirm that I will provide evidence of my right to work in the UK.</p> <p>Please see the enclosed Home Office Right to Work Checklist.</p> <p>Certificate of Good Conduct, in addition for Teaching posts, a Letter of Professional Standing, further information can be found at Regulated Professions database or contact the UK Centre for Professional Qualifications (if appropriate)</p>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<p>Documentation to Process DBS Check</p> <p>I confirm that if appointed I will provide the appropriate documents (including a Birth Certificate) to allow a DBS check to be undertaken.</p>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<p>Qualification Certificates Provided</p> <p>I confirm that I will provide the original copies of qualifications which I have declared as part of my application and which are an essential requirement for the role.</p>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<p>Prohibition Order (teachers only)</p> <p>I confirm that I am not prohibited from teaching.</p>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<p>Section 128 direction (for applicable position)</p> <p>I can confirm that I am not subject to a section 128 direction.</p>	<input type="checkbox"/>	<input type="checkbox"/>

The details of checks will be reported to the police and/or the Disclosure and Barring Service (DBS) if:-

- The DBS disclosure shows that an applicant has been disqualified from working with children;
- An applicant has provided false information in, or in support of, his or her application; or
- There are serious concerns about an applicant's suitability to work with children gained from other legitimate information sources (e.g. references).

Signature of Applicant: _____

Print Name: _____

Date: _____