**INVITATION TO INTERVIEW**

Dear [name]

Thank you for your application for the post of [position applied for].

I confirm that we would like you to attend an interview for this post on [date] at [place] at [time].

The interview will be conducted by [names of interviewers].

Please bring with you verification of your name and address which may be from any of the following documents. Only originals will be accepted.

* A current driving licence including a photograph and paper counterpart or a passport or a full birth certificate;
* A utility bill or financial statement showing your current name and address;
* Where appropriate any documentation evidencing a change of name;
* If you are not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

The School normally takes up references prior to interview. If you do not want us to contact your current employer at the present time, please inform us as soon as possible. If we do not hear from you by [date] we will proceed with the reference request.

If you are disabled and need any adjustments for the interview [or any assessment process] please contact {insert name, ideally someone who is not involved in the recruitment decision}.

If you have any queries regarding the interview, please contact me.

Yours sincerely