

Appendix 7 - Invitation to Interview Template

[Date]

**Private & Confidential
Addressee Only**

[Address]

Dear [name]

Re: Appointment of [insert job title]

Thank you for your application for the above post. In this regard I am pleased to advise that you have been short listed for interview on [date]. The interview will be held at [location] commencing at [time]. Please report to [insert details] on arrival.

The interview panel will comprise of:-

[Name]	[Designation / Job title]	Chair of the panel / Appointing Manager
[Name]	[Designation / Job title]	
[Name]	[Designation / Job title]	

Insert paragraph on any presentations or test that will form part of the interview process e.g.

As part of the interview please prepare a [No.] minute presentation on [insert title or topic]. An overhead projector and computer will be available for your use and / or

You will be asked to undertake an assessment of [insert details] which will be taken into consideration and / or

You will have the opportunity of meeting with members of the team and the panel will be asking them for feedback that will be taken into account as part of the interview assessment.

As you may be aware all potential employees within the NHS are subject to pre-employment checks and in this respect could you please ensure that, as part of this process, you bring with you the following :-

1. In order that we can check our right to work in the UK:

- Passport - This enables us to confirm your identity and verify your Right to Work in the UK. (If your passport is in a different name please bring a copy of either your marriage certificate or Deed Poll).
- If you are UK citizen but do not have a Passport, please bring your full original Birth Certificate (which includes the name of at least one parent) or Adoption Certificate (which includes the name of at least one adoptive parent) **and** an official document which confirms your National Insurance number e.g. P60, P45, National Insurance Card, Letter from the DWP.
- If you are not a UK citizen please bring your Passport, Visa, and an official document which confirms your National Insurance number e.g. P60, P45, National Insurance Card, Letter from the DWP.

2. In order that we can apply for a DBS Check:

EITHER:

One document from Group 1 **and** 2 further documents from Group1 or 2; one of which must verify your current address (*see below for Groups of Documents*).

OR:

3 documents from Group 2 comprising of; 1 document from Group 2a; **and** 2 further documents from Group 2a or 2b ; one of which must verify your current address.

Group 1 - Primary Trusted Identity Credentials

- Current valid UK Passport - UK or EEA
- Current valid Non-EEA Passport in combination with UK Biometric Residence Permit or current UK Work Permit / Visa)
- Current Photocard Driving License from either the UK / Isle of Man or the Channel Islands - a photo card is only valid if the individual presents it with the associated counterpart license, except Jersey.
- Birth Certificate (UK & Channel Islands – issued at time of birth. Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. Photocopies are not acceptable

Group 2a – Trusted Government / State Issued documents

- Current UK Driving License (Paper style version)
- Current Non UK Driving License (valid only for residents residing outside the UK at the time of application)
- Birth Certificate (UK & Channel Islands) - issued after time of birth by the General Registrar (Photocopies are not acceptable)
- Certified copy of Birth Certificate (UK or Channel Islands) - issued after 12 months of date of birth
- Adoption Certificate (UK & Channel Islands)
- Marriage / Civil Partnership Certificate (UK & Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms License (UK)

Group 2b – Financial / Social History Documents

- Mortgage Statement (UK or EEA) ** (Non-EEA statements must not be accepted)
- Bank / Building Society Statement (UK or EEA) * (Non-EEA statements must not be accepted)
- Bank / Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA) * (Non-EEA statements must not be accepted)
- Financial Statement ** - e.g. pension, endowment, ISA (UK)
- P45 / P60 Statement ** (UK & Channel Islands)
- Council Tax Statement ** (UK & Channel Islands)
- Work Permit / Visa (UK Residence Permit) **
- Letter of Sponsorship from future employment provider (Non-UK / Non-EEA only – valid only for applicants residing outside of the UK at time of application)
- Utility Bill (UK) * – not Mobile Telephone
- Benefit Statement * - e.g. Child Allowance, Pension
- A document from Central / Local Government / Government Agency / Local Authority giving entitlement * (UK & Channel Islands) - e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK & Channel Islands)
- Letter from Head Teacher or College Principal (16 / 17 year olds in full time education – only to be used in exceptional circumstances when all other documents have been exhausted)

Please note:

If a document in the List of Valid Identity Documents is:

Denoted with * - it should be less than three months old

Denoted with ** - it should be issued within the past 12 months

Not denoted – it can be more than 12 months old

3. Registration details (as appropriate) and qualifications. It is important that we see the original certificates to support your application form and check they relate to the essential qualifications set out in the person specification.

Trust Policy

Would you please contact [Name & telephone or email address] to confirm your attendance. At the same time please indicate if you require any reasonable adjustments, in relation to a disability, so that we are able to make appropriate arrangements.

I look forward to meeting you; in the meantime if you have any questions or would like to arrange a visit prior to the interview please do not hesitate in contacting [name telephone or email address].

Yours sincerely

[Name],
[Title of Appointing Manager]