This letter is provided as a template and will need to be amended to suit the circumstances of each individual case. Advice should be sought from your EPM HR Adviser.

\*Please delete this box on adoption

[On headed notepaper]

EPM Model Invitation to Interview Letter and Checklist

[Date]

Dear [Name],

I am pleased to invite you for an interview for the post of [post title] on [date] at [time] at [place].

On arrival, you will be welcomed by [name].

Please find enclosed directions to the School and a programme for the interview.

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 enclosed [Right to work checklist](https://assets.publishing.service.gov.uk/media/67d7e1654bcf261f8233f82e/RTW%2BChecklist.pdf)
* 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](https://ec.europa.eu/growth/tools-databases/regprof/) or contact the [UK Centre for Professional Qualifications](https://cpq.ecctis.com/#:~:text=The%20UK%20Centre%20for%20Professional%20Qualifications%20%28UK%20CPQ%29,the%20European%20Union%20%28Recognition%20of%20Professional%20Qualifications%29%20)
* Section 128 check (if appropriate)
* Prohibition Order Clearance (if appropriate)
* Full clean driving licence (only applicable to posts that require driving)
* A utility bill dated within the last **3 months** or another form of verification of your current address
* Original birth certificate

If 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 enclosures.

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 and 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 by [confirmation arrangements].

Yours sincerely

[Signature]

[Name]
[Job Title]

# 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. | Disclosure of Criminal ConvictionsI confirm that I have completed and enclosed the attached Criminal Convictions Disclosure Form. |[ ] [ ]
| 2. | Disclosure of Child Protection InvestigationHave you been subject to any child protection investigation?If yes, please provide details in a separate sealed envelope of the circumstances and the outcome including any warnings, orders or conditions. |[ ] [ ]
| 3. | Disclosure of RelationshipsDo you have any relationship with a pupil, employee, governor or trustee? If yes, please enclose details. |[ ] [ ]
| 4. | Documents Provided to Evidence Right to WorkI confirm that I will provide evidence of my right to work in the UK.Please see the enclosed [Home Office Right to Work Checklist.](https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version)Certificate of Good Conduct, in addition for Teaching posts, a Letter of Professional Standing, further information can be found at [Regulated Professions database](https://ec.europa.eu/growth/tools-databases/regprof/) or contact the [UK Centre for Professional Qualifications](https://cpq.ecctis.com/#:~:text=The%20UK%20Centre%20for%20Professional%20Qualifications%20%28UK%20CPQ%29,the%20European%20Union%20%28Recognition%20of%20Professional%20Qualifications%29%20) (if appropriate)  |[ ] [ ]
| 5. | Documentation to Process DBS CheckI confirm that if appointed I will provide the appropriate documents (including a Birth Certificate) to allow a DBS check to be undertaken. |[ ] [ ]
| 6. | Qualification Certificates ProvidedI 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. |[ ] [ ]
| 7. | Prohibition Order (teachers only) I confirm that I am not prohibited from teaching. |[ ] [ ]
| 8. | Section 128 direction (for applicable position)I can confirm that I am not subject to a section 128 direction. |[ ] [ ]

|  |  |
| --- | --- |
| Signature of Applicant |  |
| Print name |  | Date |  |

**Private and Confidential**

Criminal Convictions Disclosure Form

Please read the information below before completing the form. The completed form must be brought to your interview for the post of (job) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and given to us in a sealed envelope.

It is the School’s policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a ‘regulated position’ under the Criminal Justice & Courts Services Act 2000. The school’s policy on the recruitment of ex-offenders is available on request.

Failure to disclose any relevant offences or give false information will disqualify any offer of employment or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

Please read the information [here](https://f.hubspotusercontent30.net/hubfs/4094189/Flow%20Charts%20-%20Caution%20and%20Conviction%20Nov%202020.pdf) before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice, or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro – <https://www.nacro.org.uk/criminal-record-support-service/>or email helpline@nacro.org.uk or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 0924 133848

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?
Yes/No

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?
Yes/No

[\*Only ask if you are recruiting to a post working in regulated activity with children]

Are you included on the DBS children’s barred list?
Yes/No

Are you known to the police and children’s social care?
Yes/No

Is there any relevant overseas information about you that may impact your suitability to work with children?
Yes/No

Please complete this table entering “none” if applicable. Continue overleaf if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Offence | Date | Court | Sentence/Penalty |
|  |  |  |  |

Pending Prosecutions

Please complete this table entering “none” if applicable. Continue overleaf if necessary.

|  |  |  |
| --- | --- | --- |
| Alleged Offence | Appearance Date | Court |
|  |  |  |

Disqualification

It is a legal requirement for Schools and Academies to ensure that the individuals they employ are not disqualified from working with children who have not yet reached the age of 8. This applies to those working in Early and Later Years settings or where their employment will involve provision for children under the age of 8. By signing this form, you confirm that you are not disqualified from working in the specified settings. If you are appointed, you will be required to immediately inform the Headteacher if you become disqualified.

|  |  |
| --- | --- |
| Signature  |  |
| Full name (in capitals) |  | Date |  |

Prohibition from Teaching (if teaching post)

I confirm that I am/am not (delete as appropriate) subject to a Prohibition Order or Interim Prohibition Order in line with the School Staffing (England) (Amendment) Regulations 2013.

|  |  |
| --- | --- |
| Signature  |  |
| Full name (in capitals) |  | Date |  |

Section 128 (if a management position e.g., Headteacher, teaching positions of the Senior Leadership team, or any teaching positions which carry a department headship.)

I can confirm that I am/am not (delete as appropriate) prohibited or restricted from participating in the management of Schools in line with s.128 of the Education and Skills Act 2008.

|  |  |
| --- | --- |
| Signature  |  |
| Full name (in capitals) |  | Date |  |

I certify that I have read and understood this form and to the best of my knowledge the information I have entered is true and complete. I understand that if I have failed to disclose or given false information then it will disqualify any offer of employment or result in summary dismissal if I am in the post, with possible referral to the police.

|  |  |
| --- | --- |
| Signature  |  |
| Full name (in capitals) |  | Date |  |

If you are appointed, this form will be retained on your personnel file for the duration of your employment. If you are not appointed this form will be securely destroyed after six months.