**Subject: Invitation to interview with Cumberland Council**

Dear candidate name,

**INVITATION TO INTERVIEW**

Thank you for taking the time to apply for the position of job title at Cumberland Council.

Further to your application I am delighted to inform you that you have been shortlisted for interview for the role.

Your interview will be in person with details below:

* **Date:** ENTER DATE
* **Time:** PROVIDE TIME
* **Location:** PROVIDE LOCATION (INC BUILDING & POST CODE etc)

Your interview will last approximately 1 hour and will assess you for the role you have applied for. As part of your interview, you will be asked questions to assess your technical skill and capability as well as your alignment to our council values. You’ll also get the opportunity to ask any question you may have at the end. You may want to refer to our online guidance for tips and support, and to take a look at our full range of values questions to help you prepare:

* [About our council and our values](https://careers.cumberland.gov.uk/our-council)
* [Preparing for interview](https://careers.cumberland.gov.uk/our-recruitment-process)
* [Values questions – roles with staff management responsibility](https://elibrary.cumbria.gov.uk/Content/Internet/541/789/5642/4564991357.pdf)
* [Values questions – roles without staff management responsibility](https://elibrary.cumbria.gov.uk/Content/Internet/541/789/5642/4564984633.pdf)

We would also like you to prepare and deliver a presentation of **10 minutes** maximum covering the following topic: XXX

The outline for your interview will be:

* Welcome and introductions
* Identity & document check
* Presentation
* Interview

The interview panel will consist of:

* Name, job title
* Name, job title
* Name, job title

**Right to Work in the UK**

All applicants are required to prove they have a legal right to work in the UK. For most British citizen candidates, you will need to provide your British Passport, or if you don’t have one, your birth, adoption or naturalisation certificate and an official document verifying your NI number (e.g. council tax form, NI card). Other acceptable right to work documents can be [found here](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide/an-employers-guide-to-right-to-work-checks-6-april-2022-accessible-version#AnnexA). **You must present the original document at your interview. Photocopies or scanned documents will not be accepted.**

If you do not have any of the documentation listed above, currently, the Home Office online service supports checks for a range of individuals, depending on the type of immigration documentation they are issued with. [You can prove your right to work here.](https://www.gov.uk/prove-right-to-work)

Individuals using the service must select one of the three reasons for sharing their immigration status. For prospective or existing employees, they must select choose to prove their right to work in the UK.

After selecting the correct option, in this case ‘[prove your right to work to an employer](https://www.gov.uk/prove-right-to-work)’, the individual can then generate a 9-character long share code that can be passed on to the recruiting manager which, when entered alongside the individual’s date of birth, enables them to access the information about your right to work in the UK.

**Please note if these documents or share codes are not available, it may result in your application being withdrawn.**

**Disclosure and Barring Service Check**

(delete if a DBS is not required)

This post is subject to a DBS Check (Disclosure and Barring Service - formerly CRB) and you will be required to provide proof of your identity using documents described in the [Valid Identity Document](http://www.cumbria.gov.uk/eLibrary/view.asp?ID=90709) list.

An application form for a DBS check will be sent to you if you are offered the post following the interview.

**Reasonable Adjustments**

Please let us know how we can support you if you require any reasonable adjustments and we would be happy to confidentially discuss. Please contact [resourcing@cumberland.gov.uk](mailto:resourcing@cumberland.gov.uk) and inform us of any reasonable adjustments you would like us to consider.

If, for any reason, you wish to decline the interview or are unable to attend, please email [Recruiting Manager Contact] otherwise we look forward to seeing you.

Kind regards,

**Recruiting Manager details**