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

Dear candidate name,

**INVITATION TO ONLINE 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 held online with details below:

* **Date:** ENTER DATE
* **Time:** PROVIDE TIME
* **Location:** Online via MS Teams

I will send you a calendar invite for your interview. I would be grateful if you could confirm your attendance by accepting this calendar invitation. When you are ready to attend your interview, you will need to access the link in the calendar invite to allow you join the online interview.

If you need any support with your online interview, please refer to our [online interview guidance.](https://legacy.cumberland.gov.uk/elibrary/Content/Internet/541/38417/44936143923.docx)

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
* 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. As your interview is being held online, if you are offered the post following the interview we will arrange to check your right to work in the UK separately.

**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 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**