

Template letter - Invitation to interview (Teacher)

Note:

- The prompts in the document are highlighted in red ink. It is important to ensure that the prompts are deleted and the relevant information inserted.
- As the document is a template it will have to be adapted to meet the school's own requirements
- Please ensure that school headed notepaper which sets out the school name, roll number and address is used
- Insert the candidate's name and address
- Insert the date of the letter

Re: Position of teacher with initial duties as mainstream teacher, Special Education Teacher, special class teacher (Delete as appropriate)

Dear **(Insert name)**,

You are invited to attend for an interview for the position of teacher with initial duties as **mainstream teacher, Special Education Teacher, Resource teacher, special class teacher (Delete as appropriate)** on **(Insert date)** in **(Insert exact location)** (directions attached).

Optional paragraph:

*The interview panel will consist of **(Insert the names of the persons who will be on the interview panel)**. Should any of the above persons be unavailable on the date of the interview, a replacement person will take his/her place on the interview panel insofar as this is possible.*

On arrival for interview you should report to **(Insert the name of the person to whom the candidate should report)** at **(Insert where. It is usually advisable that this is not adjacent to the room where the interviews are taking place)**.

The interview will take approximately **(Insert the length of time)**.

Please confirm your intention to attend for interview by notifying **(Insert name and telephone number of person to notify)** or email **(Insert e-mail address if desired. Note this e-mail address should be a dedicated e-mail address for responses)**.

Please indicate if you require any additional assistance in relation to a special need.

Yours sincerely,

Chairperson Board of Management **(In the event of the Chairperson of the BoM not being on the Interview Board this should be the Chairperson of the Interview Board)**.

Encl. 3

Note :

- **Calls to interview should normally be issued in writing or by e-mail within three clear weeks (i.e. not less than 23 days) of the latest date for receipt of applications.**
- **Each applicant called to interview shall be given:**
 - **At least seven clear days written/email notice of a specific interview time outside school hours**

- **Details of the established criteria for the post shall be included with the letter of notification.**
 - **The Schedule for Catholic Primary Schools should be enclosed with the letter of notification (This can be downloaded from the appointments section of the CPSMA website).**
 - **Directions to the interview venue should be enclosed with the letter of notification.**
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- **The venue for interviews should be comfortable and appropriately furnished for a meeting between a group of adults, and should include a comfortable waiting area.**
 - **The Interview Board should, as far as practicable, ensure that, while in the interview venue, candidates do not meet each other either prior to or after the interview.**