

Template letter – Invitation to Face to Face interview (Teacher) during Covid-19 Pandemic

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.

In line with public health advice applicable during the Covid-19 pandemic, please note that the following safety protocols have been put in place to ensure the health and safety of all involved in the interview process.

[Include any of the following suggested provisions that apply. The list is not exhaustive and you may wish to include additional or alternative provisions].

- Please complete the enclosed COVID-19 Interview Participation Form and return it to the school address at least three days before the interview date.
- Please arrive for your interview at the time stated above. We would be grateful if you would remain in your car, in the school car park, until you are contacted on the mobile phone number furnished on your application form by (Insert Name of designated member of school personnel). When you arrive in the car-park, please text the following telephone number (Insert Mobile Number of the designated contact person).
- On arrival, you will be given an individual School Contact Tracing Log and we would ask you to complete it in full and to give it to the designated member of school personnel before you leave the building.
- Hand sanitiser will be made available at the point of entry to the school, in the Interview room itself, in the toilets that are designated for use by candidates and other personnel and at the point of exit from the school premises.
- Toilets will be sanitised after each use.
- Individual water bottles will be provided with single use recyclable/compostable cups.
- Common touch areas will be cleaned after each interview.
- On completion of the interview, we would be grateful if you would leave the building without delay via the designated exit route.

We look forward to welcoming you on the day, notwithstanding the fact that we must observe social distancing requirements and that we are not in a position to greet you with a handshake.

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. 4

Criteria for Interview

[Schedule of a Catholic School](#)

[COVID-19 Interview Participation Form](#)

Directions to Interview Venue

Note :

- **Invitations to interview should normally be issued in writing or by e-mail within three calendar weeks of the latest date for receipt of applications.**
- **Each applicant called to interview shall be given at least seven days' written/email notice of a specific interview date, time (outside school hours) and the location of the interview venue.**
- **Details of the established criteria for the post shall be included with the letter of invitation to interview.**
- **The [Schedule for Catholic Primary Schools](#) should be enclosed with the letter of invitation to interview.**
- **[COVID-19 Interview Participation Form](#) should be enclosed with the letter of invitation to interview.**
- **Directions to the interview venue should be enclosed with the letter of invitation to interview.**
- **The venue for interviews should be a well ventilated space, which can facilitate 2m social distancing.**
- **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.**