***Invitation to Interview Template***

*This template is for use by Hiring Managers when setting up interviews. In addition to confirming the date, time, venue and panel information, it informs candidates of the information they need to bring with them to interview – appropriate original documentation to confirm their right to work in NZ and where necessary their Annual Practicing Certificate. Copies of these original documents should be taken at interview and signed as sighted by the Hiring Manager.*

***To Complete the Template****:*

* *Insert the necessary information into the areas in* ***RED****.*
* *Attach a copy of the* ***Job Description***

Dear {Candidate.FirstName}

**{ENTER\_REQUISITION\_TITLE}, {ENTER\_REQ\_NO}**

Thank you for your application for the above position and congratulations on being selected for interview.

Please be aware that if the position you have applied for involves contact with Children there will be a specific Safety Checking process as required under the Children Act 2014. This includes specific interview questions and specific referee checking.

We would like to confirm the arrangements for your interview as follows:

**Date:** {ENTER\_INTERVIEW\_DATE}

**Time:** {ENTER\_INTERVIEW\_TIME}

**Venue:** {ENTER\_INTERVIEW\_VENUE}

**Interview Panel:**

{ENTER\_INTERVIEWER\_1}, {ENTER\_INTERVIEWER\_1\_TITLE}  
{ENTER\_INTERVIEWER\_2}, {ENTER\_INTERVIEWER\_2\_TITLE}

{ENTER\_INTERVIEWER\_1}, {ENTER\_INTERVIEWER\_3\_TITLE}

The interview will include questioning around your skills and experience, as well as behavioural and competency based questioning.

For your information, please find attached a copy of the relevant position description.

You are welcome to bring Whānau, family or other support persons with you if you wish, however please let us know how many people to expect at least two working days prior to your interview. That way we can make the appropriate arrangements. Also please advise if you have any other support requirements for the interview (such as you require lift access or require a NZSL Interpreter).

In preparation for your interview please bring with you the following documentation:

* **Evidence of your Identity** – Two forms of ID including Photo ID and proof of your right to work in NZ

For identity verification we need both a Primary and Secondary form of identity as specified in [this document](http://www.childrensactionplan.govt.nz/assets/CAP-Uploads/childrens-workforce/Childrens-worker-safety-checking-under-the-Vulnerable-Children-Act-RC-v1-02.pdf). One of these documents needs to verify your right to work in NZ. (Visa, residency or citizenship as may be the case)

* **Registration** (In the form of Annual Practising Certificate (if applicable)
* [**Completed and signed NZ Police Check Form**](http://ha-webdev01/wdhbhr/documents/forms/NZ%20Police%20Vetting%20July%202015.pdf)

You will be asked to provide up to date contact details for two potential referees, one of whom must be your current (or most recent) employer. Please make sure your referees know they may be contacted.

Also required will be appropriate Overseas Police clearances from previous countries you have worked or resided in for longer than 12 months in the last 10 years. (Following interview we can confirm these requirements more specifically).

The panel look forward to meeting with you. If for any reason you are unable to attend your interview or have any questions please call me directly on {ENTER\_HIRING\_MANAGER\_ TELEPHONE/EMAIL\_CONTACT\_DETAILS}

Kind Regards

**{ENTER\_HIRING MANAGER}**