Dear XXX

**RE: Position of Apprentice XXX**

Further to your recent application for the above post, we are pleased to advise you that you have been shortlisted to attend for interview on XXX at XXX at the XXX.

Please report to the Visitor Reception approximately 10 minutes before your start time from where you will be collected. We anticipate that you will be with us until approximately XXX.

The interview will focus on finding out more about you and why you applied for this apprenticeship role. It will also give you the opportunity to ask any questions you may have about the position and what it is like to work at the University of Essex.

If you are relatively new to an interview process, you may find it helpful to research (and give thought to how you would answer) typical interview questions. It will be useful for you to review again the original job pack details, including the person specification. If you are asked about a time you demonstrated a competency that the job will require, you may find it helpful to use the [STAR technique](https://uk.indeed.com/career-advice/interviewing/star-technique#:~:text=The%20STAR%20technique%20is%20a%20method%20of%20answering,Result%3A%20Conclude%20with%20the%20result%20of%20your%20action.) to help structure a reply. Please feel free to make and bring any brief notes with you that you feel might help.

XXX After you have met with the interview panel, you will also be required to undertake a short-written task / other task XXX.

The University has a responsibility under the Immigration, Asylum and Nationality Act 2006 to ensure that all prospective employees are eligible to work in the UK. Please therefore bring your passport (or other right to work document(s), as outlined on the [Home Office website](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/774286/Right_to_Work_Checklist.pdf) along with you to interview. A photocopy will be taken of your right to work document(s) and stored securely. If you are unsuccessful at interview the photocopy will be destroyed.  
  
Please note that if you are unable to bring your right to work documents with you to interview, this could lead to delays later in the process should you be the successful candidate.

Our [Candidate Information document](http://www.essex.ac.uk/hr-jobpacks/admin-interview_docs/notes_for_candidates.pdf) will show you the location of Visitor Reception, travel information and has links to campus maps. If you need to claim travel expenses (as you have travelled from outside the Colchester postcode area), please complete our [expenses claim form](https://www1.essex.ac.uk/hr-jobpacks/admin-interview_docs/expenses_claim_form.pdf).

If you have a disability that may affect you during the selection process and would like adjustments to assist you, please let us know.

Please email XXX or alternatively you can telephone XXX to confirm whether you can attend for interview.

We look forward to meeting you.

Kind Regards

**XXX**

University of Essex

Wivenhoe Park, Colchester, CO4 3SQ

**WE ARE ESSEX**