**Cumbria Fire & Rescue Service | Second line of address |
Third line of address | Fourth line of address | POSTCODE**

Date (use format 17 February 2023)

[JOB TITLE] - Cumbria Fire & Rescue Service (CFRS)

Hello,

I hope you're well!

I am pleased to inform you that you have successfully met the required benchmark during the shortlisting process. As a result, we would like to invite you to take part in the next stages of the process, which is [Detail of assessment method]. Please see below for further detail.

**[JOB TITLE] - [Assessment method] - [DATE]**

(e.g. HR Advisor – Panel Interview and Presentation – Weds 1st December 2021)

Please arrive at **TIME** on **DATE** at **LOCATION** (example:Cumbria Fire & Rescue Service HQ, Carleton Avenue, Penrith, CA10 2FA.)

Parking is available and you will be signed in at reception.

The Assessments for this role will be: [Assessment Method(s)]

As part of our commitment to inclusive recruitment, we offer all candidates preparation time for their assessments. For interview panels, this is receiving the interview questions 10 minutes before, to read through them and take some notes in a quiet space. You will be able to take these notes into the interview panel with you. For other assessment methods, please see the detail below. For candidates who require reasonable adjustments, this preparation time can be adjusted if required.

For the [Assessment Method] please see details below:

[Assessment Method Title]

Panel Chair/Lead Assessor: [Name]

Panel Members/Assessors:

Assessment duration: [length of time in mins]

Candidate preparation: [Add detail if needed or delete]

Your [Assessment method] preparation time: [Time]

Your [Assessment method] Start time: [Time]

Repeat the above as required, depending on how many assessment methods are in place.

**Proof of Right to Work**

All employers in the UK have a responsibility to check if an applicant is allowed to work in the UK before they are employed. This usually done via checking an applicant’s original documents, so at CFRS this check is undertaken at the assessment day with the applicant present.

Please can you ensure that you attend the assessment day with the required documentation to prove you have the right to work in the UK**.** A comprehensive list can be found on the below link, and if you have any queries please do not hesitate to contact the Resourcing team.

Link to gov website guidance on required documentation: [Prove your right to work to an employer: Overview - GOV.UK](https://www.gov.uk/prove-right-to-work)

On the day, a member of the team will make copies of the documentation, sign and date them, and keep these securely. If you are successful appointed, these documents will be added to your pre-employment file. If you are not appointed, the Resourcing team will confidentially destroy the documents in line with GDPR regulations.

**Important – Reasonable Adjustments and Assessment Support**

If you have indicated on your application form that you require reasonable adjustments for this process, a member of the Resourcing and Talent team will be in touch to discuss confidentially and supportively what we can put in place for you. We strongly encourage candidates to let us know of any support we can put in place to ensure there is a level playing field for all candidates. If you did not indicate this on your application form but would like to have a discussion, please email the Resourcing and Talent team on the below email address and we will be in touch.

Recruitment@cumbriafire.gov.uk

**Other Information**

We are keen to ensure that individuals can be as relaxed as possible to allow them to perform at their best and therefore deliberately do not have an interview dress code.

We have arranged a waiting room for you to use and we will be on hand to support with anything you need.

Please can you confirm receipt of this invite and if you will be attending. If there are any last-minute changes, I would appreciate if you let me know as soon as possible and we can work to find an alternative.

Do not hesitate to contact me if you have any questions or queries.

The panel and I look forward to meeting you.

Yours faithfully

(Signature)

Name Surname

Job title