**Subject: Invitation to interview with [Cumberland Council /Westmorland and Furness Council / Cumbria Fire and Rescue Service]**

Dear [candidate name],

**INVITATION TO ONLINE INTERVIEW**

Thank you for taking the time to apply for the position of [job title] at [Cumberland Council /Westmorland and Furness Council / Cumbria Fire and Rescue Service].

Further to your application I am delighted to inform you that you have been successfully shortlisted for the role. I would like to invite you to attend a virtual interview on:

**Date:**

**Time:**

**Location:**

At the bottom of this private email invitation, you will find a link to your online interview via Microsoft Teams. I would be grateful if you could confirm your attendance by accepting this calendar invitation . When you are ready to attend your interview, you will need to access the link below that will allow you join the online “meeting” / interview.

Online interviews are new to many people, and to help support the process we have attached some helpful guidance that explains how to successfully set up, arrive and attend your online interview.

Your interview will last approximately 1 hour and will assess you for the role you have applied for. There will be the opportunity for you to ask any questions you may have at the end.

We would like all candidates to prepare and deliver a presentation of **10 minutes** maximum covering the following topic:XXX

The interview panel will consist of:

[Names,job titles]

**Reasonable Adjustments**

Please let us know how we can support you if you require any reasonable adjustments and we would be happy to confidentially discuss.

If, for any reason, you wish to decline the interview or are unable to attend, please email [Recruiting Manager Contact] otherwise we look forward to seeing you.

Kind regards,

**Recruiting Manager details**