***Interview Guide***

**Prior to Interview**

* Submit your application
* Review all material on the website (there are lots of documents to help you)
* Read/sign/return the welcome pack documents (alternatively print off, and bring to the interview)
* Confirm the location/time/member of staff who will interview you
* Make sure you have **all verification documentation** for the **interview** (see checklist below)

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| ***Proof of Identification e.g passport, driving licence*** |
| ***Proof of NI Number***  |
| ***Proof of Address (2 must be provided)*** |
| ***Proof of Qualifications Provided (Originals must be seen)*** |
| ***Current DBS issued within the last 12 months*** |
| ***Details of your Teachers Registration Number*** |
| ***P45/P60***  |
| ***Evidence of current pay scale*** |
| ***Safeguarding Certificate*** |
| ***ID Digital Picture***  |

* Original documents must be verified at the interview (duplicated copies will **not** be excepted)

**Interview**

* Arrive on time
* Smart attire
* Expect questions relating to working with children
* Safeguarding questions will be asked
* Be yourself and relax, as it’s a two way process (You must like us TOO!)
* Interview will last around 45-60 minutes
* Interviewer will take copies of all verification documents
* TuT procedures will be fully explained
* Please have your questions ready

**PLEASE SEE NEXT PAGE**

**After the Interview**

* TuT will comply with all the relevant safer recruitment checks
* Expect a minimum of 2 weeks before all checks have been completed
* TuT will liaise regarding any documents that will need to be obtained
* TuT will update you on a regular basis regarding the progress of your file
* Once file is finalised TuT will contact you with next steps