***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 on the application form)
* 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 documets
* TuT procedures will be fully explained
* Please have your questions ready

**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 each week regarding the progress of your file
* Once file is finalised TuT will contact you with next steps