**Appendix 12: Notice of Interview**

***(exemplar)***

*Exemplar School headed paper*

*<Insert date>*

*<Insert addressee>*

*<Insert correspondence address>*

**RE: Assistant Principal Post at <AP I or AP II level> *(delete as appropriate)* Competition in *<Insert Name of School>***

Dear *<Insert Name>,*

With reference to your application for the above post you are invited to attend for interview on

**<Day, Date and Time>.** The interviews will be held in **<Location>*.***

Please note the Appeal Procedure **(CL 0003/2018)** provides that candidates may access, upon receipt of a written request, made to the Secretary, Board of Management of **<ANYWHERE COMMUNITY/COMPREHENSIVE SCHOOL>**, all items listed (i) to (iii) below after s/he is notified of the outcome of the post of responsibility appointment process:

1. His/her marks under each selection criterion.
2. The notes of the interview board pertaining specifically to the candidate alone.
3. The marks of the recommended candidate under each criterion.

Please confirm your attendance/non-attendance at interview as soon as possible, but **not later than 12 Noon, <Day and Date>. Tel. <insert> E-mail: <insert>**

Yours sincerely,

**Secretary, Board of Management <ANYWHERE> Community/Comprehensive School**