*Guideline letter of invitation for interview following shortlisting, which can be adapted and used for the post of Childminder Assistant*

Address

Date

Dear

Re: Post of (*job title*)

Thanks you for your application for the post of *(job title),* I am pleased to confirm that you have been shortlisted for an interview for the above post.

Interviews will take place at the *(venue)* on *(date)*. Your interview will be at *(time)*. You should allow up to *(maximum duration of interview)* for the interview process.

This will include questions, discussions and observations of your interactions with the children.

I would be grateful if you would confirm your attendance by telephoning *(telephone number).*

If you have any special needs or requirements to assist you in attending this interview, please do not hesitate to contact me.

Yours sincerely

*(Childminder)*