



St. Joseph's Roman Catholic High School

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Headteacher: Mr R. Woods | **Deputy Headteachers:** Mr M. Graham, Mrs J Morgan | **Chair of Governors:** Mrs P. Jones

Registered Charity Number: 1075795 | **Facebook/Twitter:** StJosephsRCHS

September 2018

Dear Parents/ Carers

Year 11
Interview Training Scheme 2018
Monday 15th/Tuesday 16th/Wednesday 17th October 2018

At St Joseph's RC High School, we are committed to ensuring that students leaving our school are prepared for the world of work. Consequently, during the week beginning **15th – 17th October from 6.15 – 8.30pm**, all Year 11 students will be taking part in a mock interview. To try and ensure that students experience is as real an interview process as possible, several employers have volunteered to take the role of interviewers.

To prepare for the mock interview, students have been asked to complete a job application form to hand in to their form teachers. A copy of the application form and a sample CV, will be available on our school website for your reference. Paperwork needs to be handed into their form teachers by 28th September, which will then be given to their interviewer.

Students will be allocated a time and place for their interview during the Mock Interview week. Students are encouraged to dress appropriately for an interview.

Your son/daughter will need to provide three copies of their **C.V.**

Letter of application form

Pupils will also need to research their chosen career choice

Students will have a fifteen minute interview, five to six minutes feedback talk from two interviewers and then a further 'debrief' of their experience in the school.

The interviews are to be held in the school hall during **one** of the following evenings:

Monday 15th/ Tuesday 16th/ Wednesday 17th October 2018 - 6.15 pm - 8.30pm.

Students will also receive a letter from me about this scheme, which will supply you with additional information.

I would like to thank all parents for their invaluable support by encouraging all students to participate in this valuable opportunity and also contributing to the success of the event.

1. Please return the consent slip below;
2. All relevant paperwork is handed in by the 28th September
3. Please help your child in attendance, punctuality, appearance and presentation for this interview, advising them of the likely questions and how they should respond.

Last year's participants were very enthusiastic about the scheme and said that they learned a tremendous amount in a very short time. I hope you are pleased with this scheme, I am sure it is a very important feature of your child's education.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

D. Hancock
Careers Lead/Careers Advisor

Please return this to Year 11 Form Tutors by Friday 28th September, to acknowledge receipt of letter and attendance to the evening.

I give/do not give consent for my son/daughter to take part in the Interview Training Scheme at School on **one** evening between the dates of **Monday 15th/ Tuesday 16th / Wednesday 17th October 2018 - 6.15 pm and 8.30pm. If there are any days which your son/daughter cannot do please indicate here.** _____

Paternal/Guardian Signature _____





Student's Name: _____ Form: _____

