

## **Interview Invite Letter Template - SPR26**

### INTERVIEW INVITATION

ZTL CARE  
358  
Brandon  
Street  
Motherwell  
ML1 1XA

01698701199

Date:

To:

Dear ,

Thank you for applying for the post of \_\_\_\_\_ at ZTL CARE.

We would like to invite you for an interview at the above address at \_\_\_\_\_ on \_\_\_\_\_.  
If you are unable to attend, please telephone us on the number provided above.

You should bring the following items with you when you attend, or we will not be able to progress your application:

- Evidence of your National Insurance Number
- Right to work documentation
- Either a passport, driving licence or other form of photographic identification

In addition to the above:

- Proof of address, such as an original recent utility bill, a credit card bill, bank statement, or council tax bill. This must include your name and be no older than 3 months
- Two recent 'head and shoulders' photographs of yourself
- Originals of any training or education certificates which are relevant to your application
- Any relevant certificates or registration evidence that support your application for this role such as SSSC etc

If you are unable to provide any of the above required documents, please contact the office for advice.

We look forward to meeting you soon.

Yours sincerely,

For and on behalf of ZTL Care