

Dear

Accredited Part-Time (hourly paid) Lecturers: *subject*

I refer to your application for accreditation as a Part-time Lecturer with this department and pleased to invite you for an interview on

Day and date
Time
Venue.

The selection process will include a ten-minute presentation on ***topic*** followed by a panel interview, chaired by ***Head of Department / School name.***

You will need to bring the following documents with you to the interview for verification:

- Certificate or other proof of educational qualifications
- An original document (and a photocopy) confirming your eligibility to work in the United Kingdom. This is to comply with the legislative requirements of the Prevention of Illegal Working, Immigration, Asylum and Nationality Act 2006. Examples include full birth/adoption certificate combined with document showing permanent National Insurance Number, your passport, Biometric Immigration Document, or permanent residence card. Human Resources will check the documentation against lists A and B in Appendix 1 of the Civil Penalties for Employers Code of Practice February 2008.

Could you please confirm your attendance by telephoning ***name*** on ***telephone number*** or by email ***?@dmu.ac.uk*** by ***date*** at the latest. ***(2/3 days prior to interview day).***

Arrangements may be made for candidates with disability on request. If you are disabled would you please inform me if there are any other necessary adjustments we may make to enable you to participate in the selection process.

Due to the very limited number of car parking spaces available on campus, please let me know as soon as possible if you require a space and we will attempt to book one for you. If we are unable to reserve a space you will be able to find information on the nearest public car parks in the enclosed map.

Yours sincerely

Head of Department/School