



Padgate Academy

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Principal: Mrs M Barclay Bsc (Hons) NPQH

Ref: RPE/MSI

16th December 2019

Dear Friends of Padgate Academy,

Mock Interview Volunteers – Friday 17th January 2020

I am writing to ask for your help in finding people to support a mock interview event for our year 11 students. This will prepare them for future interviews for colleges, universities and employment.

To run this event, we need the support of people with experience of being an interviewer. It maybe that you have experience of conducting interviews yourself or that you have a friend, colleague or employer who may be able to support us with this event.

Interviews would last up to 15 minutes per student followed by up to 5 minutes feedback on their performance and how they might improve. The event will run from 08:50 to 14:50 and we hope that volunteers may be able to offer up to 5 hours of their time. We recognise that people are busy and may not be able to be with us for the full day. If you are able to join us for the full day or part of the day we would be grateful for your time.

In preparation for the event, students will be provided with a list of possible questions in order that they can plan answers. The interviewer will be provided with the same list of questions, although they may include additional questions if they wish.

Refreshments and lunch will be provided for our guests.

If you or someone could help please feel free to contact me via: info@padgateacademy.co.uk.

Yours sincerely,

Mr R. E. Perry,
Assistant Principal

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