Thank you for your application for the Planning Assistant position.

I am pleased to confirm that following shortlisting of CV’s / supporting statements against the essential criteria for the role, you have been selected for interview, details as follows:

**Date: …………………………**2019/2020

**Location:** Pippbrook, Dorking, Surrey, RH4 1SJ / Dorking Halls / Parkhouse, Leatherhead

**Time:**

**Car parking:** We have free visitors parking on site

**Upon arrival:** Please report to reception to sign in and be issued with your visitors pass

**Interview preparation:** <https://jobsatmolevalley.co.uk/>, <http://www.molevalley.gov.uk/>

…… Stage Assessment Process**:**

1. **Written assessment** – 75 minute scenario based assessment. You will not need to bring any equipment with you (a laptop will be available) and no preparation is required.
2. **Presentation** – give a pre prepared presentation to the interview panel on the following:

**Subject**

Your presentation should be no longer than 10 minutes. You may use any method of presentation.  A laptop and flip chart will be available for you to use should you wish. Any PowerPoint information can be emailed to me, should you wish information to be uploaded to a laptop in advance.

1. **Interview** – An interview with a panel including;

Please let me know if there are any adjustments that you require to attend the interview.

I would be grateful if you would email to confirm if you are able to attend on the arranged date and time.

If you have any queries in advance of the interview please do let me know.

Kindest regards,

……………………….

Recruiting Manager