



Rye College
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Head Teacher: Mr D. Downes

15th December 2023

Dear families,

On Tuesday 9th January, Year 11 will be taking part in a mock interview day. We wanted to provide you with details of this in the hope that you can support your child to prepare for this event.

We have invited a number of employers to interview the students. Each interview will be one-to-one and last up to 30 minutes. To make this as purposeful and realistic as possible, students have been provided with a number of different jobs they can complete mock applications for. These can be found [Here](#). They have also been sent an application form to complete, that includes a personal statement. Students can also complete a curriculum vitae (CV) and are expected to take the documents to their interview. We have been working on all of these in Life Education lessons: students have been emailed a copy of the PowerPoint and the letter template. The information is on ClassCharts.

During the interview, the students will be asked questions about their skills, qualities and achievements. In addition, questions will explore their suitability for the role they have applied for. They will then receive constructive feedback from the employer, relating to their answers, personal presentation, body language, application and confidence.

Students are encouraged to see this as a positive experience and an opportunity to experience the process of applying for and being interviewed for a realistic job. They are expected to be well dressed in school uniform and present themselves in a professional manner.

If you have any questions, please contact Mrs. Starkey via the school office (office@ryecollege.co.uk).

Yours sincerely,

Mrs. D. Starkey
Learning Director KS4