



# MAIDEN ERLEGH

## SCHOOL

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31 January 2025

Dear Parent/Guardian

### **Year 11 – Employer-led Virtual Mock Interview – Tuesday 25 February 2025**

We are pleased to offer an exciting opportunity for our students to take part in a 20-minute, in-person, employer-led mock interview on **Tuesday, 25 February 2025**, during the school day. This initiative is a key part of our Careers Strategy, aimed at equipping students with the skills and confidence needed for the workplace.

Interviews will be scheduled at various times throughout the school day, with students informed of their allocated slot in advance. Before their interview, students must complete the attached application form and bring it with them on the day. Guidance on completing the form is also included. After the interview, each student will receive feedback on their performance, highlighting strengths and areas for improvement.

To help students prepare, we have provided resources on our website: [maidenerleghschool.co.uk](http://maidenerleghschool.co.uk).

#### **These include:**

- Descriptions of example job roles and required skills
- A digital copy of the application form – [Mock Interviews - Application Form](#)
- Guidance on completing the form – [Mock Interview - Student Notes - Application Form](#)
- A series of podcasts by our Trust Careers Advisor, Anna Finlason (originally created for a previous event)
- A 'Get Ready' pack
- An interview preparation support sheet
- Sample interview questions

We encourage students to make full use of these resources to maximise the benefits of this opportunity.

#### **Appeal for Volunteers**

To ensure the event's success, we are seeking volunteers to assist with conducting the mock interviews. No specific experience is required—just a willingness to share insights and engage with students.

The event runs from **8:30 am to 3:00 pm**, with each volunteer conducting **15-minute interviews**, followed by **5 minutes of feedback** per student.

If you or someone you know can help, please refer to the attached PDF [HERE](#) for further details and email [events@ebp.org.uk](mailto:events@ebp.org.uk) to register your interest. Slots will be allocated on a first-come, first-served basis.



We believe this experience will be highly valuable for students as they explore career options and develop essential interview skills.

If you have any questions, please don't hesitate to contact us at [mesoffice@maidenerleghtrust.org](mailto:mesoffice@maidenerleghtrust.org).

Yours sincerely



Damien Bell  
Assistant Headteacher – Careers Lead

