



Holy Trinity College

9-29 Chapel Street
COOKSTOWN
Co. Tyrone
BT80 8QB



Principal: Mrs I Russell BA (Hons) MTD PQH (NI)

A Specialist Sports and English Academy

13/03/2019

Dear Parent / Guardian

On Wednesday 27th March 2019, Holy Trinity College and Cookstown High School, are hosting a compulsory event for Year 12 students. Your child has been given the opportunity to take part in a Shared Education event with Cookstown High School in association with Eye4education. The aim of this is to assist Year 12 students in preparing and gaining confidence in ability testing and job application processes for their future employment opportunities and applications to further or higher education establishments.

The selection process for new employees has changed dramatically over the past number of years. For many companies the old process of filling in an application and getting an interview has been replaced by multi-stage Assessment Centres that can last a full day or even several days.

Pupils will participate in a four staged assessment centre process.

Stage 1: Application pack that will include a job description and application form.

Stage 2: Aptitude testing centre, two tests completed during this stage.

Stage 3: Group assessments carried out by Business Advisers.

Stage 4: Individual interviews: Pupils will be interviewed based on their work experience, academic performance and general skills and qualities. Stages 1-3 will be carried out at either Holy Trinity College or Cookstown High School. Stage 4 Interviews for our pupils will take place at Holy Trinity College involving them completing their mock interview.

All pupils from Holy Trinity College and Cookstown High School are asked to attend school on this day in smart, professional dress. School uniform does not have to be worn. Choice of clothing must be appropriate for an interview situation e.g. boys in trousers (school/suit), shirt and tie or jumper with an appropriate jacket and shoes. Girls in trousers/skirts/dresses (appropriate length/tights) and blouse/jumper and appropriate jacket/cardigan and shoes (no high heels and no excessive makeup and jewellery (No hoodies, sports gear, jeans or trainers allowed). Pupils should not be buying new clothes. If they wish to wear their uniform that will be acceptable.

Also pupils must bring in their school bag and books for Periods 5 and 6 as they will return to class these periods and come out for their interview time. Pupils will get their normal lunch at 12:50pm. If you have any issues or concerns with regard to the Event, please don't hesitate to contact me by/on Monday 25th March 2019. If they cannot attend can you get your son/daughter to return attached reply slip to Mrs McSorley in Room 51 as soon as possible so we can gauge number of employers needed for the day.

Yours sincerely

U McSorley (Head of Careers)



Promoting: "Inspiration, Innovation, Excellence"



Vice-Principals: Mrs M McDonald B.Ed (Hons) PQH (NI)

Mrs D Gilvary B.Ed (Hons) PQH (NI)



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