



HURUNUI

District Council

Applying to Work for the Council

1. Complete the job application form (PDF or MS-Excel format).
2. Prepare your curriculum vitae.
3. Send them both in before the advertised closing date.

What happens if you're selected for an interview?

If you're selected for an interview you'll be contacted within a week or two of applications closing. Interviews are usually held during work hours, and will involve yourself and two or more council staff. The interview is a great opportunity for you to tell us how your skills, qualifications and previous experience fit the position requirements.

If you'd like family or whanau support at your interview, just let us know when you're contacted.

What happens if you're offered the job?

If we'd like to offer you the job, we'll probably contact you first by phone and then confirm the offer in writing. Between us, we'll agree on things like salary, hours of work, and start date.

Once an offer is accepted, we let all the other applicants know the outcome and that an appointment has been made. This usually happens a week or two after the interviews.

Guidelines for Writing Your Curriculum Vitae

You should include the following items in your curriculum vitae. This will enable us to accurately assess your suitability for the position.

Personal details

- your name
- your address
- your contact telephone numbers.

The name of the position you are applying for, eg environmental administrator.

Relevant experience

A summary of your relevant experience that proves you have the skills to do the job that you are applying for. Before you write this section thoroughly read the role description. Identify the key competencies and attributes you will need for the position, eg customer service experience, supervisory skills. Use the skills that you have identified from the role description as headings for your relevant experience section.

Employment history

List your employment history, starting with your most recent employment. State the name of the position, then the name of the employer and a brief description of your role and responsibilities.

Qualifications

List your qualifications and any educational programmes you are currently involved in. Do not include copies of qualifications and certificates. Bring these with you if you are interviewed. Please include the date you received your qualification and the educational institution you attended.

Interests and extracurricular achievements

Include any unpaid work experience, interests and hobbies that show you have the ability to do the job that you are applying for.

References and referees

Do not include copies of references. These may be asked for if you are interviewed for the position. List the names of three referees who are available and able to make comment on your ability to do the job. List their names, addresses and phone numbers. Make sure that your referees know you have applied for this position and may be contacted.