



Application Guidelines

Introduction:

Thank you for showing an interest in this vacancy with the Hawkes Bay Regional Council. Basically its up to you how you 'sell yourself' to those that will shortlist possible appointees for this position. We have no application form as generally, applicants will provide the relevant information in their C.V. or accompanying letter.

In addition the following are included as part of this information pack:

- ◆ Current job description.
- ◆ Outline of the Key Skills required.
- ◆ Information pamphlet on the Council.
- ◆ Outline of the minimum requirements for your CV.

How to apply?

We are quite happy to receive your CV, and letter of application via the mail, e-mailed or faxed, providing they arrive by the closing date.

If you intend applying but think your application might be late reaching us, please let us know by telephone.

What happens next?

- ◆ After the closing date, relevant staff shortlist for the interview process.
- ◆ These applicants are contacted by the Human Resources Manager to arrange interviews.
- ◆ If you are from outside Hawkes Bay the Council will give reasonable assistance to cover your travel costs.
- ◆ Generally you will not be required to bring any extra documentation to the interview.
- ◆ If you are unsuccessful in securing an interview you will be notified within two weeks of the closing date for the position.

- ◆ Following the interview, unsuccessful applicants will be notified, by phone if possible, and by letter.

Before a final decision is made on an appointment, it is important that the successful applicant feels 'right' about joining the Council. The employment process is a two-way thing; the Council has to be confident you are the best person for the position and equally you have to be sure the Council is 'right' for you. To this end, you may be asked to talk with other staff who you might work with to get a 'feel' for the culture of the Council. This will be done before you are asked to make a decision on our employment offer.

The employment offer will generally be made verbally over the phone and supported by written confirmation.

Salary:

The relevant salary range for the position is included in the job description. The commencing salary will be subject to negotiation at the time of appointment but within the stated range.

We hope this information has been helpful and we look forward to receiving your application.

<p>Mail Address: Mr Viv Moule Human Resources Manager Hawkes Bay Regional Council Private Bag 6006 NAPIER</p>	<p>Phone/Fax: 06 8359200 (phone) 06 8353601 (fax) Human Resources Manager Extension 9372</p>	<p>E-Mail: Human Resources Manager viv@hbrc.govt.nz</p>
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Required Application Information

To help the Council assess your application we strongly suggest you provide the following as a minimum base of information.

- ◆ Name, Address, Home Phone Number and work number if we can contact you at your present employer.
- ◆ E-mail address, if you have one.
- ◆ Details of your education background.
- ◆ Details of your previous employment.
- ◆ Recent, written references.
- ◆ If you are not a New Zealand citizen, please provide evidence of your legal entitlement to work in New Zealand.
- ◆ Include the names and contact details of at least two people who could provide work references.
- ◆ An indication of what you want to achieve in your career.

You should also include a letter of application with your CV that highlights the particular strengths and skills that you have and their relevance to the position advertised.

Privacy Act:

Those staff that are involved in the application process will only view the information you provide in your application.