

Information for Job Applicants

The following information is available for applicants:

- ◆ Position description
- ◆ Organisation structure chart

Applications

To apply for an advertised vacancy, please **apply online**. Online applications are requested by the date listed in the vacancy advertisement.

Short-listing

After applications close, a shortlist, usually of three to five candidates, will be selected for interview.

This selection is based on your written application. If you are not short-listed, you will be advised by email after the interview candidates have been determined.

Interviews

Interviews are generally held within three weeks of applications closing.

If you wish to bring a whanau or support group with you to the interview, please contact the HR Administrator.

Council will meet actual and reasonable expenses of applicants selected for interview if appropriate.

Legal Entitlement to Work

Applicants must be legally entitled to work in New Zealand. If you are not a NZ Citizen, you must have the right of permanent residence or a work permit. Evidence of this is required.

Equal Employment Opportunity

Council has a policy of equal employment opportunity. All applicants are assessed regardless of gender, race, age, ethnicity or disability

Privacy Act 1993

Personal information pertaining to applicants is used for the purpose of recruitment and selection of Council personnel and directly related purposes. This information will be made available only to the persons involved in the process of recruitment and selection. Information pertaining to successful applicants will form part of their personnel records. Information about other applicants will be retained for a period of up to twelve months then destroyed. All applicants have the right to access their personal information and to seek correction of their personal information in accordance with privacy principles.

Further Information

If you would like any further information regarding the advertised position please contact the Manager listed in the advertisement on (03) 433 0300 during working hours or email (as listed in the advertisement).

If you would like any further information regarding Council's recruitment procedures, please also contact Lisa Baillie, People and Culture Group Manager, or Kim Ens, Human Resources Advisor on (03) 433 0300.