

Guidance for submitting a job application

This guidance document provides information on how to complete an application to apply for a position with Tai Poutini Polytechnic.

Submitting your application online

Use the 'Apply Now' button on the vacancy that you wish to apply for which takes you to the online application form. You will be asked for your personal details and other information pertaining to your eligibility to work in New Zealand and equal employment opportunity questions.

Your application should include a covering letter, in which you briefly outline the reasons why you consider you meet the requirements of the Person Specification and Position Description. This can be uploaded along with your CV.

The following headings are areas you may wish to cover in your CV.

- 1. Qualifications:** List your most recent qualifications first, giving the qualification name, the institution from which it was obtained, and the date awarded. Draw attention to the qualifications you think would be most relevant to the position for which you are applying.
- 2. Training:** List any training you have received on or off the job which is relevant to the position.
- 3. Work Experience (paid):** List your most recent position first and work backwards in time. Give the name of your employer, the job title, the title of the position to which you reported, your key achievements in the position, and your reason for leaving.

Emphasise the experience and skills you gained that are relevant to the position for which you are applying.

- 4. Community/Family Experience (unpaid):** Outline any community or family experience you have had that is relevant to the position for which you are applying. Briefly outline what you did and what skills you have gained.
- 5. Interests:** List interests, hobbies, club membership, sporting activities, church activities, etc.

Submitting your application by mail

If you prefer to mail your application to us you can submit your cover letter and CV, or a cover letter and an application form by posting these to

Postal address:
Human Resources
Tai Poutini Polytechnic
Private Bag 607
GREYMOUTH 7840

The application form can be requested from Human Resources at hr@recruitment.ac.nz The application form requests personal details, referee details and information about your skills and experience that the selection panel will use to assess your suitability for the position.

Where specific documents are requested, verified copies only should be provided. Please do **not** send original documents.