



Information for Applicants

Gisborne District Council wishes to recruit skilled, energetic and appropriately qualified staff to fill vacancies. The following advice is offered to assist you to compile your application so that we can judge whether you meet our goal.

Eligibility to Apply for a Position

To be considered for any vacancy within Gisborne District Council you must hold (or be eligible to hold) NZ citizenship, permanent resident status, or a NZ Work Permit. If you do not meet this requirement your application will not be considered.

Before you Apply

Read the Position Profile, this describes the tasks and success criteria for the position. The Person Specification identifies the knowledge, experience, skills and personal attributes we believe are necessary for success in the role. These are our selection criteria. The Position Profile is an important document and applicants are advised to think carefully about statements made within it.

How should you present your Application?

How you present your application is your choice, but it should be appropriate for the position you are applying for. However, your application should include (but not necessarily be limited to) the following:

▶ **Covering letter**

The letter is your chance to introduce yourself and tell Gisborne District Council why you are the right person for the job.

▶ **Completed Application Form**

▶ **CV**

Your CV should be formatted in the following manner:

- ⇒ **Employment History** - each employer should be listed from the most recent first (reverse chronological order). Please provide:
 - employer name
 - dates employed
 - job title(s)
 - position tasks (brief statement)
 - achievements
 - reason for leaving their employment
- ⇒ **Qualifications, training and skills** (reverse chronological order).
- ⇒ **Interests** and spare time activities
- ⇒ **Referees:** It is helpful if you provide the names and contact details of at least three referees, preferably recent employers, previous managers or people who can comment on your work performance.
- ⇒ The following details of referees should be included:
 - name
 - contact details and position
 - their relationship to you
 - permission to contact (Y/N)

We strongly urge you to be clear and specific in your application. Tell us what you know and what you can do – don't leave us to guess! But please keep it brief. We receive numerous applications for advertised and non-advertised positions and it is very easy to miss important information if it is buried in a lengthy CV.

Do not send any attachments such as examples of work, publications, etc with your application. If you are selected for an interview you may wish to submit these prior to the interview being held.

Do not bind a hard copy application. Typed applications on A4 paper meet our requirements.

Applications are accepted by email or hard copy and all contact details are shown in the job advertisement. Should you be unable to meet our advertised closing date, please contact us. We may be able to grant a slight extension of time.

All applications are acknowledged, either by return email, or by letter, and all applicants are notified of the outcome of their application as soon as possible.

Information about our Selection Process

Each application will be considered on its own merits after reviewing the applicant's background, requirements of the job and other relevant factors.

Short-listing

Short-listing for interviews usually occurs within two weeks after the vacancy closing date. If you are short-listed, you will be contacted by phone and invited to attend an interview. We aim to advise applicants as soon as possible if they are unsuccessful. At the latest, this will be when the successful applicant has accepted the position.

Interviews

Interviews are conducted by a panel, usually of three or four people. All interviewees are asked the same questions, to ensure all are treated fairly. We include behavioural type questions, which ask you to give examples of what you have done in situations similar to those you will encounter in the new position.

If required to present information, carry out a practical task or complete a questionnaire, in addition to the standard interview, you will be informed of this requirement prior to your interview.

Referees

Before making a final decision on the successful applicant, we contact your referees to verify the information provided at the interview. We will seek your permission before contacting referees.

Credit, Criminal History and Qualification Checks

Any of the above checks may be required, dependant on job requirements. Should any of these checks be carried out, prior approval will be obtained from the applicant.

The Appointment Process

If you are selected for the position, you will be contacted verbally in the first instance. This will be followed-up with a written offer and employment agreement.

Enquiries and Follow ups

Any enquiries, complaints or follow-up information is to be directed through council's Human Resources team via phone or email jobapp@gdc.govt.nz. No enquiries are to be directed to the Mayor or elected councillors as recruitment matters are outside their area of responsibility. It is inappropriate that they become involved in staff management and recruitment issues.

We look forward to receiving your application.