

12 December 2011

Dear Applicant

Thank you for your expression of interest in our advertised vacancy.

On this page you will find links to download:

- Application Form
- Job Description – The Role, Person Specification and Key Tasks
- Te Ara Mahi Service Brochure

Please submit your application by the closing date: **5.00 pm, Friday 13 January 2012.**

Email your application to [tearamahi@xtra.co.nz](mailto:tearamahi@xtra.co.nz)

**All applications must include a completed Application Form, a cover letter and current CV, all of which have been prepared by the applicants themselves.** Your cover letter and CV should demonstrate your understanding of quality job applications – a key component of the advertised position.

In your cover letter please illustrate how your skills and experience match the Key Tasks in the Job Description. **Please ensure that the names and phone numbers of at least two referees are also included in the CV.**

The successful applicant will be required to undergo a Police and reference check before an appointment to the position can be made.

This position is subject to a 90 day trial period. Employment will not commence until a signed Individual Employment Agreement is in place with the successful candidate.

Kind regards

**Moira McLeod**  
Service Manager

**Peter Rees**  
Business Manager