

## Application Guide and Selection/Interview Process

Thank you for considering the West Coast Regional Council as your potential employer. The following information will assist you with preparation of your application to ensure that you provide the relevant information which will allow us to assess your application without undue delay. This guide also includes a brief overview of council's selection process;

### Eligibility

Applicants must be legally entitled to work in New Zealand. If you are not a New Zealand Citizen, you must have the right of permanent residence or hold a current work permit. Unless otherwise specified applicants who do not meet the above criteria will not be considered.

### Preparing your application

Before applying for the advertised position you should feel confident that you have the required skills, attributes and qualifications (if a qualification is specified) to successfully perform the role. In order to assess your compatibility for the position you will need to thoroughly read the job description and in particular the person specification to determine whether you meet those requirements.

Applicants will be considered for interview on the basis that they meet the essential selection criteria from information and supporting evidence provided in the written application.

### Completing your application

You are free to present your application in any style you wish however to be considered for a position your application should include the following documentation as a minimum requirement.

#### 1. An application for employment form

This is located on the vacancies page of the WCRC website. Please fully complete this form. Failure to complete the required sections may prejudice the council's ability to determine your suitability for the position.

#### 2. A covering letter

The letter should introduce yourself and outline why you are interested in the position it should also provide details on the experience you possess relevant to the role.

#### 3. A Curriculum Vitae

The information in your CV should provide the following information:

- i. Your personal details including contact details and current address
- ii. Education, qualifications and professional training undertaken
- iii. Employment history – this should include dates employed and key tasks and duties undertaken for each role.
- iv. The contact details of at least two suitable business referee's (preferably your most recent employers/Managers) and permission to contact these referees

Be concise. Remember that we receive numerous applications for our advertised positions, it is important to always present information in your covering letter and CV that is relevant to the position for which you are applying. Resist the temptation to submit lengthy or immaterial information in your application; this may detract from any significant or pertinent information which you may have also provided.

Do not send original documents or any attachments such as examples of work, publications etc with your application. If you are selected for interview you may be requested to submit evidence of qualifications or other documentation at that time.

### **Submitting your application**

Please ensure your application is submitted by the closing date. Only in exceptional circumstances will applications be accepted after this time.

Applications submitted by email will be acknowledged via an automated email response on receipt. You can submit your application by the following methods:

#### **Email:**

You can email your application directly to [careers@wrc.govt.nz](mailto:careers@wrc.govt.nz)

#### **Post:**

Marked "Private and Confidential"  
The Senior HR Officer  
The West Coast Regional Council  
P.O. Box 66  
**GREYMOUTH 7805**

## **Selection Process**

Short listing generally occurs within 1-2 weeks after the advertised closing date. During the first stage of the short listing process you may be contacted by phone to undertake a telephone interview. If you are short listed you will later be contacted and invited to attend an interview. Applicants who have been unsuccessful will be advised in writing as soon as possible.

### **Interviews**

Interviews will be conducted by a panel of three or four people and questions will relate to the key responsibilities of the position you have applied for including competencies required to successfully perform the role. The same questions will be asked of each candidate interviewed for the position.

Remember that you are being interviewed because the selection panel wants to employ the right person for the job. Through interaction at the interview, the panel are trying to find out about your strengths and development areas, qualifications, skills and knowledge in order to determine your suitability for the role.

### **Reference Checks**

Reference checks will be required as part of the selection process, therefore you should advise your referees before they are listed on your application to ensure they are willing to provide a reference for you. Your referee should be able to comment on your work experience and at least one referee should be a recent manager or supervisor.

### **Making an Appointment**

The successful candidate will be contacted by telephone with a verbal offer of employment and to confirm the anticipated commencement date. The formal offer and employment agreement will follow after verbal acceptance is received.

All unsuccessful candidates interviewed will be notified of the outcome in writing.

### **Further information**

If you would like further information about our recruitment and selection process or want to find out more about a position that has been advertised call Human Resources on (03) 768 0466 or email [careers@wrc.govt.nz](mailto:careers@wrc.govt.nz).