

EMPLOYMENT ENQUIRIES FORM



The Hauraki District Council generally has a policy of advertising all permanent vacancies so it is recommended that applications are made directly for specific jobs as they are advertised in the newspaper and on www.hauraki-dc.govt.nz Some fixed-term jobs, particularly holiday employment, are allocated to students from time to time. Any students wishing to put their name forward for school holiday employment can do so using this form, or by forwarding a letter and CV to the Human Resources Advisor.

Employment Details:

Name: _____ Date: _____

Address: _____

Contact Telephone Details: _____

Contact E-mail Address: _____

Position(s) Sought: _____

Locality: (circle as appropriate)

Paeroa

Waihi

Ngatea

Job Type: (circle as appropriate)

Office

Outdoor Works

Term: (circle as appropriate)

Student Work

Fixed Term

Permanent

Qualifications – List Relevant Qualifications:

Qualification	Training Provider	Date Obtained (or started)

Experience – List Past Positions Held:

Employer	Job Title	Duties Undertaken

Skills – List Skills You Have Relevant to Position(s) Sought:

e.g. Communication	

Knowledge – List Knowledge You Have Relevant to Position(s) Sought:

e.g. Microsoft Office (intermediate level)	

Contact Referees: (preferably from a working relationship, i.e. teacher, employer)

Name	Contact Phone No's.	Association to Applicant
1.		
2.		

Other Relevant Details: _____

Return form to:

*HR Advisor
Hauraki District Council
PO Box 17
PAEROA*

YOU MAY ALSO WISH TO ATTACH A CURRENT CV