**Application Process** **for Summer Internship Programme 2019–2020 Te Puni Kōkiri**

Applications for the Summer Internship 2019-2020 at Te Puni Kōkiri **must include**:

1. **Cover Letter**

The cover letter should accompany your CV. Please include in your cover letter answers to the following questions:

 What area of work are you applying for? e.g. in a Regional Office or National Office in Wellington.

 Why are you applying for that position?

1. **Curriculum Vitae (CV**)

Your CV must be up to date and include your qualifications and two referees who can comment on your personal, professional, and academic qualities and abilities.

1. **Copies of Academic Qualifications**

Your academic transcript/s should cover your most recent studies.

Applications close 5pm, 20 September 2019.

**Application Timeline**

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| 1. | Advertising closes | 5pm Friday 20 September 2019 |
| 2. | Shortlisting and interviews | By Friday 25 October 2019 |
| 4. | Letter of Offers completed  | By Friday 11 November 2019 |
| 6. | Intern Induction  | Friday 6 December 2019 |

**NOTE:**

1. All applicants will be notified via email of their application status by Friday 19 October
2. Shortlisted applicants will be notified by 23 September – 25 October and **must be available** for a 45 minute interview in the relevant Te Puni Kōkiri Office.
3. Successful applicants must be available to start Monday 25 November 2019 (unless agreed otherwise).
4. Human Resources (HR) will provide soft copies of relevant applications as well as a list of all applicable applicants to each Manager to shortlist from.
5. It is up to each team/puni to decide how they want to interview and select applicant. HR can assist with this.