

Application Process for Summer Internship 2017–2018 Te Puni Kōkiri

Applications for the Summer Internship 2017-2018 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 position are you applying for?

Why are you applying for that position?

2. 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.

3. Copies of Academic Qualifications

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

Application Timeline

1.	Advertising closes	Thursday 7 September 5pm
2.	Shortlisting for interviews	By Thursday 14 September
3.	Interviews	By Friday 6 October
4.	Letter of appointments completed	Monday 16 October
5.	Start date	Monday 27 November

NOTE:

1. All applicants will be notified via email of their application status by Monday 16 October
2. Shortlisted applicants will be notified by Thursday 14 September and **must be available** for a 45 minute interview in our Te Puni Kōkiri Wellington Office between Monday 18 September and Friday 6 October. Details of the interview will be emailed to you.
3. Successful applicants must be available to start Monday 27 November 2017.