**Application Process** **for Summer Internship 2018–2019 Te Puni Kōkiri**

Applications for the Summer Internship 2018-2019 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?

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, 14 September 2018.

**Application Timeline**

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| 1. | Advertising closes | 5pm Friday 14 September 2018 |
| 2. | Shortlisting for interviews | By Friday 28 September 2018 |
| 3. | Interviews | By Friday 12 October 2018 |
| 4. | Letter of appointments completed  | By Friday 19 October 2018 |
| 5. | Start date | Monday 26 November 2018 |

**NOTE:**

1. All applicants will be notified via email of their application status by Friday 19 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 1 October and Friday 12 October.
3. Successful applicants must be available to start Monday 26 November 2018 (unless agreed otherwise).
4. HR&C will provide soft copies of relevant applications as well as a list of all applicable applicants to each BM or delegate to shortlist from.
5. It is up to each team/puni to decide how they want to interview and select applicants (individual interviews, assessment centres etc.). HR&C can assist with this