

MINISTRY OF DEFENCE

Guide for Applicants



Thank you for applying for a position with the Ministry of Defence.

Please take a little time to read the following guide as it will assist you to complete your application.

Recruitment and Selection Procedures

In submitting your application you will need to have completed the following:

Covering letter outlining briefly your reasons for applying.

Curriculum Vitae for each position applied for. Your Curriculum Vitae should contain the following:

Full employment history (most recent position first);

Education, training and qualifications which are relevant to the position;

Specific skills, strengths, competencies and abilities relevant to the position; and

Any other relevant information and details of experience.

Application Forms:

- [application form in rtf format \(1,140kb\)](#)

- [application form in pdf format \(274kb\)](#)

A short list of applicants will be selected for interview. Applicants will be given reasonable notice for the short list interview. Applicants may be requested to prepare a short presentation and present examples of written work if appropriate.

Statistical Information

The provision of this information is voluntary. We use this information to monitor whether our methods of advertising and supplying information to potential applicants are resulting in a diverse range of applications and whether our appointments are reflecting our aspirations to be an equal opportunity employer.

Security Clearance

Any offer of appointment to the Ministry of Defence is made subject to the obtaining of a security clearance to a level appropriate for the position.

Qualification Verification

Where a job description states a particular qualification is essential or required, we will ask for your written authorisation (see the application form) to contact the relevant institution to verify any qualifications listed in your CV.

Whānau Support

Applicants are welcome to bring whānau or a support group to the shortlist interview. Please advise the person who contacts you to arrange your interview, if you intend to do this so the necessary arrangements are made.

Referees

Please provide the names and full contact details of three recent referees who can substantiate your suitability for this position. Please note that the Ministry reserves the right to request additional referees if required.

Unless you are just entering, or re-entering, the workforce, at least one referee should be your current manager, or should have worked closely with you, and be able to give work related information. Referees will not be contacted without further discussion with you.

Health Issues

The preferred applicant/s will be asked to complete a form advising of any health issues to assist the Ministry to fulfil its obligations under the Health and Safety in Employment Act 1992 and the Accident Rehabilitation and Compensation Insurance Act 1992. These Acts require that where possible the Ministry should reasonably accommodate applicants with relevant health issues.

Remuneration

The successful applicant will be offered remuneration in the appropriate salary band according to experience etc.

Convictions

Short listed applicants will also be asked to complete a declaration of any criminal convictions (not minor car parking infringements), which will not be available to the selection panel.

Offer of Employment

The successful applicant will be offered the position as soon as possible after the completion of all interviews, by telephone. After discussion, a formal offer of employment will be made in writing. This offer is always subject to a person receiving an appropriate security clearance and this process may take some time. Independent advice can be sought on any offer of employment.

Notifying Unsuccessful Applicants

All unsuccessful applicants will be advised in writing after the appointment has been confirmed.

Privacy Provisions

Under the Privacy Act 1993, all information given will be treated as confidential and will be made available only to those involved in the selection and appointment process. You have right of access to personal information and also to seek any correction you think necessary to ensure accuracy.

The original curriculum vitae and any associated papers of all unsuccessful applicants will be returned.

Any other copies of material and any associated papers from unsuccessful applicants not interviewed are destroyed 30 days after the appointment is confirmed.

Any other copies of material and any associated papers from applicants who were interviewed will be destroyed after three months unless approval in writing has been given for the Ministry to retain the application to enable the applicant to be considered for subsequent similar vacancies.

For ease of processing and photocopying, please do not send CVs and applications bound, or in folders. The Ministry cannot guarantee to return any binders or folders sent with applications.

Please forward your application to:

Human Resources

PO Box 12703

WELLINGTON

Telephone (04) 496 0689, fax (04) 4960 859.

Or email: HumanResources@defence.govt.nz

Thank you.