

How to apply for Vacancies at Onslow College

To apply for an advertised vacancy, please send or email to:

vacancy@onslow.school.nz

Vacancies
Onslow College
Private Bag 13 906
Johnsonville
Wellington 6440

- a covering letter
- a completed application form
- your curriculum vitae.

Please read the position description carefully to make sure you have highlighted your particular skills and experience in the areas set out for the job. Please also include any other details that you consider relevant to your application.

Please include in your curriculum vitae:

- Email and residential mailing addresses, home and business telephone numbers.
- Education and training, qualifications (with grades for major subjects), recent courses and conferences attended (including a brief description of the level and quality).
- Employment history in chronological order starting with the most recent.
- Volunteer/community work history (main events only).
- Specific skills and abilities applicable to the position you are applying for.
- Current membership of relevant business, professional or other organisations.
- Ability to speak or write any language other than English, and your level of skill in these languages.
- Referees: names, addresses and contact numbers of three referees who may be contacted to attest to:
 - your character
 - work-related qualities
 - other (may be another work-related referee)

At least one referee must be a person in a senior position at your current or previous place of employment and be able to speak about you from a supervisor's or manager's perspective.