

Hi everyone,

Welcome to the first Advanced Choice of Employment (ACE) applicant newsletter for 2009.

The purpose of this newsletter is to guide you through the whole application process as well as providing you with tips and tricks around efficiently managing your online ACE application.

First of all, if you have not applied, we would strongly advise you to do this **ASAP!** Bear in mind that the details you have entered can be amended up until the closing date, which is the **22 June 2009**.

To complete your ACE application, you must complete the following sections..

- Personal Details Section
- Residency and Work Status Section
- Health Section
- Criminal/Civil/Professional Conviction Declaration Section
- Referees Section
- Consent Section
- Preferences
- Privacy Declaration

..along with sending us the following documents:

- Curriculum Vitae
- Certified copy of your academic transcript
- Certified copy of your residency documents (passport, birth certificate, citizenship certificate, work permit sticker on passport)
- Covering letter(s) (optional)

The following flowchart is the overview of the ACE recruitment process



Key dates for 2009

ACE website open for applications	NOW
DHB and ACE road shows (see page 2 for further information)	Auckland - 27 April 2009 Wellington - 28 April 2009 Dunedin - 29 April 2009 Christchurch - 30 April 2009
ACE information evening	TBA
ACE applications close	22 June 2009
First electronic match	29 July 2009
Offer of employment sent by DHBs	10 August 2009
Acceptance of employment by	17 August 2009
Second electronic match	TBA

Tips - References

There are two methods to obtain references. First method is to send your referee a link to the online version of the referee report form via the ACE website. Second method is to download the referee report form and posting it directly to your referee. Either way, you will need to complete the referee section in your ACE application.

The referees section on the website states that you must provide at least three referees. If you have one or two referees at this stage, we would still encourage you to enter their details in the application. In order to do this, just enter 'TBA' in the left over mandatory fields. The details in these fields can be amended up until the closing date. (Refer to the screenshot below)

The advantage of entering the referee's details now allows you to view the completed referee reports as they are received by the ACE centre and this gives you additional time to choose your top three references. At this stage, only 22% of the referee reports received by the ACE centre are uploaded on the website because the referee details have not been entered by the applicants.

Please provide at least 3 referees.

1. Name:*
 Address:
 Phone:
 Email:

Reference form:

2. Name:*
 Address:
 Phone:
 Email:

Reference form:

3. Name:*
 Address:
 Phone:
 Email:

This field can be changed at a later date!

Reference form:

We welcome your feedback! Should you have any suggestions, issues or queries, please feel free to contact Lisa Bang - ACE Coordinator on 0800 223 236 or email armosace@armos.co.nz.