

# Application Guide



## Step 1

### Before you start your application

In your application, we will ask you for key information including your personal details.



## Step 2

### Complete and submit your application

When applying to do the programme, you must complete the online application form.

Once you have completed all the sections on the form, you will receive an email from us within 24 hours regarding your next steps.

You can find the form at [www.workhub.nz/whakamana-programme](http://www.workhub.nz/whakamana-programme)



## Step 3

### Provide official documents

Official documents checklist

- Photo ID (passport or license)
- Proof of residency/visa

Once you have submitted your application you will have ongoing communication with us. During this time, you will be asked to provide specific documentation that is necessary before we are able to process your application.



## Step 4

### Interview process

We will contact you and set a time and date for your interview.



## Step 5

### Receive and sign offer of place

Upon approval of your application, you will be sent an email with instructions for how to view and sign your offer of place.