



# Job brief

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**Date**  
(DD/MM/YYYY)

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**Company**

*Company name*

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**Website**

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**Contact**

(Name, role, contact details)

*Contact name – title*

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**Email**

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**Location**

(City or town and area)

*Address of actual place of work*

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**Name of hiring manager /  
training manager of apprentice**

*Who would be training them? Who will interview them?*

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**Training advisor**

(If had an apprentice previously)

*Name of training advisor*

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**Apprenticeship / role to use for ad**

(Exact apprenticeship per NZQA)

*Please indicate. If unknown, we can confirm.*

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# Job brief

## About the employer

### Number of employees

*How many are in the team?*

### General

(What you do as a company)

*Describe the organisation or we can get this from your website for brand consistency*

### Workplace culture

*Why is it a great place to work for an apprentice?*

### Reason you're looking for an apprentice

*Why are you now looking for an apprentice?*

## About the job

**Describe what they will be doing, especially when they first start.**

*What will their first duties be? Please provide a clear outline of their duties. Who will be training them?*



# Job brief

## About the candidate

### Anticipated starting hourly rate

*What is the starting rate (this is not in the advertisement)?*

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### Hours of work

*Standard hours, overtime, weekend work required*

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Yes      No      Other experience required (please describe below)

### Pre-trade required

Learner      Restricted      Full

### Driver's license required

*Why is it required for the role?*

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### Desired attributes specific to the company and apprenticeship

*For example, attitude, keen to learn, working at heights, confined spaces, worth ethic, fit for the team, etc.*

## Other

### Use logo from your website (Or send the logo in jpg format)

Yes      No

### Use of website wording for advert (For brand and messaging consistency)

Can we use details from your website from the "About us" section?

Yes      No

*Please send the previous job advertisement or job description for the role if available*

### Employers standard pre-employment screening

Drug and alcohol check	Yes	No	Ministry of Justice checks	Yes	No
References	Yes	No	Health / ACC checks	Yes	No



# Job advertisement

If you have your own advertisement, please complete the below fields.

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**Date**  
(DD/MM/YYYY)

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**About the Employer**

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**About the Opportunity**

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**About You**

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**Hours of Work**

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**Qualification**

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