

Guidelines for Tonix Health Recruitment

Tonix is a well established and popular health recruitment agency based in New Zealand. Our skilled and experienced consultants will work with you to ensure you receive the best support possible throughout your recruitment process.

Below we have provided some guidelines to make the application process easier for you.

Curriculum Vitae (CV) / Resume

Send us your CV / Resume electronically by either submitting it online with your application or with an email. We can email you a CV template.

We do ask that you include (where possible) the names of at least 2 referees (one of which should be your current manager). With your permission we will contact your referees before presenting your CV / Resume to hospitals or health care providers. Please note that we may also reformat your CV and add your Tonix consultant's contact details.

Using More Than One Agent

Due to the small size of New Zealand Tonix along with other recruitment agencies work with the same health providers to find nursing jobs, so because of this we do ask that you let us know if you are making direct applications or using another agency.

Registration Boards

- The New Zealand Nursing Council www.nursingcouncil.org.nz
- New Zealand Midwifery Registration Board www.midwiferycouncil.health.nz
- Medical Council www.mcnz.org.nz
- Anaesthetic Technologist / ODP Registration www.mlsboard.org.nz

The Tonix Process

Once your registration has been established with the relevant registration boards in NZ, your Tonix consultant will:

- Work closely with you for all job application and presenting your CV
- Arrange a phone interview at a time that suits you
- Send the interview guidelines along with:
 - A copy of the job description
 - Details of your interview panel (there may be more than one person present) and;
 - Confirmation of the interview date and time

- Once you have had a successful interview a job offer and start date (negotiated on your behalf by Tonix), will be presented to you
- You can then commence the New Zealand Immigration application process for your visa to work and live in NZ.

NOTE: All applicants applying for positions within the NZ community must hold a current drivers license.