

Melanie Allen [CCDHB]

From: Melanie Allen [CCDHB]
Sent: Monday, 16 December 2019 1:24 PM
To: 'Seann Paurini'
Subject: RE: Ward Administration Position - as advertised on SJS

Hello Seann

Thank you for your interest in our vacancy and the time taken to submit your CV

Unfortunately you have not been shortlisted for our roles at this time.

I wish you all the best in your future job search endeavours. .

Thanks

Melanie Allen
Ward Administration Team Leader
PAS

027 418 9648
04 806 2486

From: Seann Paurini <seann.paurini@gmail.com>
Sent: Saturday, 30 November 2019 11:44 AM
To: Melanie Allen [CCDHB] <Melanie.Allen@ccdhb.org.nz>
Subject: Re: Ward Administration Position - as advertised on SJS

Hi Melanie

I hope all is well.

Just checking to see if you are planning to hold interviews soon? I am available during December from next Friday onwards.

Regards
Seann Paurini

On Thu, 28 Nov 2019, 8:27 pm Seann Paurini, <seann.paurini@gmail.com> wrote:

Dear Melanie

I would like to be considered for the Ward Administrator position advertised.

I am interested in **Position 2: Monday to Friday 4pm - 7pm.**

I am happy to work extra hours during December to end February if required.

Yours sincerely

Seann Paurini

----- Forwarded message -----

From: <info@sis.co.nz>

Date: Thu, 28 Nov 2019, 8:20 pm

Subject: Job Application Referred - SJS - What's your next step?

To: <seann.paurini@gmail.com>

Student Job Search (SJS)

SJS number: 101912002

Job: Ward Administrator

Melanie Allen [CCDHB]

From: Melanie Allen [CCDHB]
Sent: Monday, 23 September 2019 10:29 AM
To: 'Seann Paurini'
Subject: RE: Ward Administrator role

Hello Seann

Thank you for your application for the above position and the time you took for the interview.

Unfortunately, you have not been successful in this instance.

To ensure you are kept informed of opportunities we would encourage you to create job alerts in our Career Centre at www.capitalhealth.careercentre.net.nz/Job

Thank you again for your time and interest in this role and we wish you all the best for the future.

Many Thanks

Mel

Melanie Allen
Ward Administration Team Leader

PAS
027 418 9648
04 806 2486

Chris Bennett [CCDHB]

From: George Shaw [CCDHB]
Sent: Friday, 6 September 2019 4:07 PM
To: 'seann.paurini@gmail.com'
Subject: RE: Your application for the health administrator role.
Attachments: Ward Administrator Role Description Template.pdf

Hi Seann

As discussed please find attached the role description

I look forward to speaking with you on Monday.

Kind regards

George Shaw
Ward Admin Coordinator

From: George Shaw [CCDHB]
Sent: Friday, 6 September 2019 14:52
To: 'seann.paurini@gmail.com' <seann.paurini@gmail.com>
Subject: Your application for the health administrator role.

Good afternoon
Seann

Thank you for your application for the Health Administrator role we are advertising at CCDHB.

I would like to arrange a telephone interview with you on Monday the 9nd of September.

May I ask if there is there a preferred time for me to call you on this date?

Kind regards

George Shaw
Ward Admin Coordinator

Chris Bennett [CCDHB]

From: George Shaw [CCDHB]
Sent: Monday, 9 September 2019 11:16 AM
To: 'seann.paurini@gmail.com'
Subject: Ward administrator interview.

Hello Seann ,

As agreed upon, we have an interview at 10:00am, Wednesday the 11th of September.

Venue: Level 13, Clinical Services Block, Wellington Hospital.

Here are the directions:

- Come into the front entrance of the hospital into the Atrium
- Follow the orange line from the Main foyer to the end of the corridor
- Take the stairs to your left to Level 3
- Go straight ahead to the CSB (Clinical Services Block) lifts up to Level 12
- Straight ahead of you and slightly to your right are some stairs – take these up to Level 13 foyer
- The doors onto our floor are staff swipe card access only, so please text or ring me on 027 306 3391 and I will come out to you.
- Can you also please bring 2 forms of ID with you (For the Vetting process)

1 x Primary ID = passport, original birth certificate, firearms licence

And

Another form of ID = Drivers Licence, 18+ card, Community Services

One form of ID must be a photo ID

I look forward to meeting you.

Kind regards

George Shaw
Ward Admin Coordinator

Chris Bennett [CCDHB]

From: George Shaw [CCDHB]
Sent: Wednesday, 11 September 2019 1:18 PM
To: 'Seann Paurini'
Subject: RE: Documents

Hi Seann,

It was great to meet you too.

If you could scan and email them to me that would be ideal.

Kind regards

George Shaw
Ward Admin Coordinator

From: Seann Paurini <seann.paurini@gmail.com>
Sent: Wednesday, 11 September 2019 1:17 PM
To: George Shaw [CCDHB] <George.Shaw@ccdhb.org.nz>
Subject: Documents

Hi George,

Lovely to meet you today. I forgot to leave my birth certificate and driver's licence with you.

Would you like me to scan them and email them through or should I bring them in tomorrow?

Regards,

Seann

