



Applicants guide for ACE-RN 2025

Last updated 1 April 2025

Contents

Applicants guide 2025 – draft.....	1
Introduction.....	3
Glossary.....	3
All About ACE	5
Who should apply?	5
Eligibility	5
How does ACE-RN work?.....	6
Getting ready	6
Register.....	6
What are your plans?	6
Referees.....	6
Exceptions for references.....	7
CVs and cover letters	8
Supported first year of practice.....	8
Practice settings	8
Employers.....	10
Talent Pool.....	10
Re-applying to ACE	11
Step by step guide to the online application form	12
How the step by step guide works.....	12
Register.....	12
Contact details.....	13
ACE application	13
Electronic checklist	13
Eligibility and Privacy.....	14
Personal Details	15
Education.....	15
Preferences.....	17
Documents (including references).....	19
What happens after applications close	22
High level	22
Shortlisting and Interviews.....	22
Interviews.....	22
Ranking, match process and state finals.....	23

Day after state finals.....	23
Any questions?	23
Appendix 1- Detailed match algorithm explanation.....	24

Introduction

This guide is designed to help you apply for your first job as a registered nurse (RN) via the Advanced Choice of Employment (ACE). ACE enables you to apply for multiple roles via one application.

Please read it in conjunction with the terms and conditions. If there are any inconsistencies between this document and the terms and conditions, the terms and conditions apply.

There are three parts to this guide.

Part One: About the ACE process and how to get ready.

Part Two: A step-by-step guide to completing the online application.

Part Three: What happens after applications close?

Glossary

ACE	Advanced Choice of Employment
Applicant	Final year student or new graduate RN who is applying via ACE-RN
Contact person	Represents registered employer and works with ACE centre. May be known as NEtP/NESP/ transition to practice coordinator or some other job title.
External Providers	Employers who are not directly registered with ACE, who instead work with their local Health NZ district to have applicants matched to them. They are usually, primary, community or aged care providers.
Match	The process of running the algorithm to match RN employer requests and employer job offers. It results in matched RN receiving one job offer.
NEtP	Nurse entry to practice (NEtP) is a 12 month supported entry to practice programme run through Health NZ districts and some other employers.
NESP	New entry to specialist practice (NESP) is a 12 month supported entry to practice programme in mental health and addiction services.
Portal	The online location and method for accessing application forms, to either complete or review them.

Preceptor	A preceptor is an experienced practitioner (usually a registered nurse) who has completed training in preceptorship. Preceptors guide and support students, graduate nurses, and new staff members, through periods of practice development as part of a new role or a new practice setting.
Preference rankings	The order from most to least preferred that applicants rank employers and practice setting
Ranking process	The process whereby registered employers rank the applicants they wish to hire.
Recruitment round	The end to end process from applications opening to the match results being released and talent pool opened. Runs twice per year: mid-year and end of year.
Registered Employer	An employer who is registered with ACE, agreed to the terms and conditions and participates in the recruitment round process. It includes all Health NZ districts, Ara Poutama, national aged care providers and private hospitals. Check website for up to date list.
RN	Registered nurse
Round	Recruitment round
SFYP	The supported first year of practice (SFYP) programme is a planned first year of practice coupled with preceptorship that enables transition from a novice RN to a competent RN in primary health care, aged care or community health. It is sometime used as a generic term that also encompasses NETP and NESP but can be specifically used in various settings.
State Final	An exam students sit after they complete their pre-registration RN qualification. Passing it is a prerequisite for registration. It is run three times per year.
Talent pool	A list of RNs who are looking for RN roles after the match process. It is used by employers to fill vacancies between recruitment rounds.
Total positions available	The number of jobs the registered employers list when they submit rankings and which they commit to offering.

All About ACE

Who should apply?

The ACE-RN process is for final year nursing students and recent New Zealand nursing graduates. ACE is a single application tool that allows applicants throughout the country to put in one application which is then distributed to up to 3 employers.

We recommend all [eligible](#) final year students apply via ACE.

The advantage of applying in your final year is easy access to referees, and you don't have to wait to apply for jobs after you have finished your studies and passed your state final

ACE require references from your transition to placement preceptor and your clinical tutor. If you wait until after you have completed your nursing qualification, you may not be able to get in touch with them as they may have moved jobs.

If you are not certain of your plans, we suggest you complete the application and request references, you can withdraw later in the process if need be.

This is not the only way to find a role as a RN. You are still able to apply for RN positions directly with employers via their career webpages or the Kiwi Health Jobs website and other job search sites.

Take a look at Kiwi Health Jobs www.kiwihealthjobs.com.

Health NZ career website <https://careers.tewhatauora.govt.nz/careers-in-health/nursing/>.

Eligibility

You need to meet the eligibility requirements in the application form. These are, you:

1. are a New Zealand citizen, New Zealand permanent resident (or hold a returning resident visa) or Australian citizen.
2. are in the **final** year of studying towards **or** have already completed a pre-registration nursing qualification approved by the Nursing Council of New Zealand (NCNZ) leading to registration as a registered nurse.
3. studied your qualification in New Zealand at a New Zealand tertiary institution.
4. are about to sit or have already passed the RN State Final.
5. have never worked as a New Zealand RN or have worked for fewer than 3 months continuously as a New Zealand RN at the date the application closes. The ACE Centre may vary this requirement at its discretion.

You may apply via ACE-RN up to four times in total, in a two year period from the time of your first application to ACE.

If you are not eligible, there are other methods of job hunting.

If you are an international student or have other specific questions, please look at the [FAQs](#) on the website.

How does ACE-RN work?

How it works

ACE-RN recruitment rounds run twice per year, mid-year and end of year. The mid-year round usually opens in April and the end-of-year round in August. Dates change from year to year and are on the website.

When ACE opens, you have four weeks to submit your application, including references, cover letter(s), CV, proof of ID and eligibility. You select up to three employers that you would most like to work for (from the list provided) and select up to five practice settings you would like to work in, ranking them both in preference order.

The ACE centre will distribute your application to those employers you've ranked. Employers will assess all applications, interview their preferred applicants and then rank their applicants in preference order. The match algorithm is then run to match applicants to employers. The match algorithm is explained in detail in appendix 1.

Then you will sit your state final exam. The following day, the ACE centre will email you to let you know if you are matched with an employer or not. If matched, the employer will send you an offer letter. If not matched, you will join the national talent pool.

Getting ready

You can get ready for ACE-RN well before it opens.

Register

Register on the ACE portal. This can be done at any time, whether or not applications are open. Once you are registered, you will automatically be notified when the applications open.

What are your plans?

Have a think about your personal and career plans and perhaps talk them over with whānau and friends.

ACE gives you the opportunity to apply to multiple employers at once. As part of this you need to reflect on which practice setting you wish to work in. Choose settings that you are interested in, and ideally ones you have had experience in during your student clinical placements. Then check which employers are offering RN roles in those settings in this round. Some options are not available in some regions or with some employers so check carefully and consider what combinations are possible.

Think about where you currently live and if you would be willing to move to take up a job. What is more important to you, the location, the employer or the practice setting?

You need to consider your own circumstances and timing when applying for ACE-RN

Referees

Your referee reports are critical to your application. There are two compulsory referee reports, one from a clinical tutor from your tertiary provider and one from a preceptor who supervised your transition to practice placement (with some exceptions allowing the use of a second to last placement)

Plan in advance who you will select as your clinical tutor referee and your preceptor referee and talk to them.

Your tertiary provider may provide some information on any extra processes for asking for references (e.g. internal deadlines).

We recommend having the following information ready by the first day that applications open for each round:

- Referee's full name
- Contact phone number
- Email address

As soon as you submit the reference request in your application, the email will be sent to the referees. You can only submit a reference request during the application period.

It is important to submit your references requests early so your referees have as much time as possible to complete the form. Referees only have the 4 weeks applications are open to complete your references. You will be sent a reminder email prior to the closing date if your referee has not completed the reference. It is your responsibility to follow it up.

Once your referee has submitted a reference, this cannot be deleted or changed.

However, if your referee doesn't submit a reference or does not want to provide a reference, you can ask someone else. In that case delete the original request and put in new details before the closing date.

Reference information is confidential. The ACE centre and potential employers cannot share it with you.

References can't be changed except if you are re-applying to ACE-RN and the reference was not completed by a referee who supervised your final placement (i.e. transition to practice placement). Email the ACE centre and ask them to delete your previous referees. Then request the new reference in a timely manner before applications close.

Exceptions for references

Due to the timing of their transition to practice placement, some tertiary organisations have an exemption to allow preceptors to provide a reference on the second to last placement. If you are completing your degree at one of the organisations below, you can use references from your second to last placement.

Tertiary organisations with 2025 recruitment round exemptions:

- Southern Institute of Technology
- UCOL
- Otago Polytechnic
- University of Otago - Master's programme

CVs and cover letters

Keep CVs and cover letters short and to the point. However, you should explain in the letters why you want to work for a particular employer or in a particular practice setting. Advise them of any relevant personal information such as willingness to move regions.

We have CV and cover letter templates on the ACE website. We recommend using the templates, although they are not compulsory.

Supported first year of practice

A supported first year of practice helps graduates start their careers with confidence, ensuring they are safe, skilled, and prepared for further professional development. Different employers may call their induction programme by different names, including NEtP, NESP or SFYP.

Practice settings

You can choose from the following practice settings. Do some research on employer websites to check if the practice setting you would like to work in are offered by the employer(s) you are interested in working for.

The practice settings you can choose from in 2025 are:

- Aged Residential Care (which includes aspects of primary care and high and complex needs)
- Assessment, Treatment and Rehabilitation
- Cardiac Care (includes Coronary Care Units and Cardiothoracic)
- Disability Health
- District Nursing
- Emergency & Trauma
- Health of Older People within Health NZ | Te Whatu Ora
- Intensive Care (includes High Dependency)
- Medical
- Mental Health & Addictions (NESP) **Choose this as your first preference if you want to work in mental health**
- Neonatal
- Oncology
- Paediatrics, Child Health and Youth Health
- Perioperative Care (Theatre)
- Primary Health Care including General Practice, Iwi Providers, Pacific Providers, Well Child Providers.
- Public Health Nursing
- Rural Health
- Surgical
- Woman's Health

Once applications have closed, you cannot change or reorder your practice settings, so consider carefully.

Applicants who select **Mental Health & Addictions** as their first choice have the best chance of being considered for a NESP programme.

Most Health NZ districts work with local **primary care** and **aged care** providers to place applicants in those settings.

To apply for primary care positions through ACE.

Primary Health Care positions include the following

- Primary care clinics
- Accident & Medical Centres (urgent care)
- Iwi Providers
- Pacific Providers
- Well Child Tamariki Ora providers (e.g. Plunket)
- Hospice

Within the list of specialties available you will see a specific option available **Primary Health Care** and you should select this as one of your 5 preferences, in the order in which you would like to have your application considered.

In your cover letter you can give more detail about the exact primary care setting you would like to work in and Health NZ districts that you list will work with local Primary Health Care providers to identify potential employment opportunities.

During your interview with potential employers you will be given an opportunity to discuss in more detail the exact practice settings available within that organisation and which of these you feel you are best suited to. If Primary Health Care providers advertise for new graduate registered nurse positions you can still apply for these directly to them, outside of the ACE process.

To apply for aged care positions through ACE

Within the list of specialties available you will see a specific option for **Aged Residential Care** and if you are interested in working within this area, you should select this as one of your 5 preferences, in the order in which you would like to have your application considered.

In your cover letter you can give more detail about the exact aged residential care setting you would like to work in. Sometimes aged residential care providers are amongst the registered employers. Health NZ districts will work with local Aged Residential Care providers to identify potential employment opportunities for new graduates.

If Aged Residential Care providers advertise for new graduate registered nurse positions you can still apply for these directly to them, outside of the ACE process.

This is the start of your career

Employers will do their best to match you to one of your preferred practice settings, but it is not guaranteed. It depends on the vacancies available at the time.

Remember, you can change practice settings in your RN career once you have one or two years' experience as an RN. Your first setting will not define your entire career.

Employers

Registered employers have agreed to the terms and conditions and participate in the recruitment round process. They will usually participate in at least one recruitment round each year.

You can choose up to three employers who will view your application. They won't see who else you selected or what order you ranked them in. **You should only list employers you are willing to work for. If you are matched with an employer, you are expected to accept the job offer. If you turn it down, you will be removed from the recruitment round and will not be placed in the talent pool.**

After the interviews, you can remove an employer from your preference list or reorder the list. You can do this by emailing the ACE centre prior to the application edit and update closing date (check the timeline for exact date).

The employers participating in each round will be visible on a drop down menu in the application form.

After each application round, all registered employers can see the details of all applicants in the talent pool.

Registered employers:

- Health New Zealand | Te Whatu Ora
- Department of Corrections | Ara Poutama Aotearoa
- Evolution Healthcare
- Ryman Healthcare
- Southern Cross Hospitals

You can read more about them on their websites.

All the registered employers have multiple sites across the country. Because of this, each region or district is listed as a separate employer in the employer preferences drop down list. For example, each Health NZ district is listed as a separate employer.

In addition, there are external providers. These are employers who are not directly registered with ACE. Instead, they work with their local Health NZ district to have applicants matched to them. They are usually primary, community or aged care providers.

In Waitaha Canterbury external providers also include St. George's Hospital for surgical roles.

Talent Pool

In every ACE round, some applicants will not be matched to a job offer and are automatically placed in the talent pool. All registered employers have access to the talent pool and can view applications. Employers can review the talent pool at any time and consider applicants when a new vacancy arises. They can't see how you ranked them in your application.

The talent pool runs until about a week before the match algorithm is run for the next round. This means if you are applying for your 2nd, 3rd or 4th recruitment round you could also be in the talent pool at the same time.

Advice on what to do if you are in the talent pool is on the ACE website.

Re-applying to ACE

You may apply via ACE up to four times in total, in a two year period from the time of your first application to ACE, if you meet the other eligibility requirements when you apply.

Login to the ACE Nursing Website with your existing username and password. Commence your application as though applying for the first time.

All of your previous documents such as CV, cover letters, academic transcripts, identification and residency documentation are still there and will be automatically reused. You can replace documents with a more up to date versions if you wish. We recommend this for your CV and cover letters.

ACE will automatically reuse your previous referee reports. You can only request the deletion of a reference if it was not completed by a referee who supervised your final placement. The new referee must have supervised you during your transition to practice (final) placement.

Step by step guide to the online application form

How the step by step guide works

This step by step guide is provided to help you with your application. Please note that screenshots were taken from the test system and wording may vary slightly from the live application form.

Please write your name (and any other information) in with normal capitalisation i.e. Indiana Jones not INDIANA JONES. All capitals is very hard to read for the ACE centre and the hiring managers.

All documents that are uploaded need to be in a pdf format. Give them a clear logical name that includes your name e.g. *Lisa Simpson CV. Pdf* or *Marge Simpson qualifications.pdf*. This will also help you select the correct documents to upload.

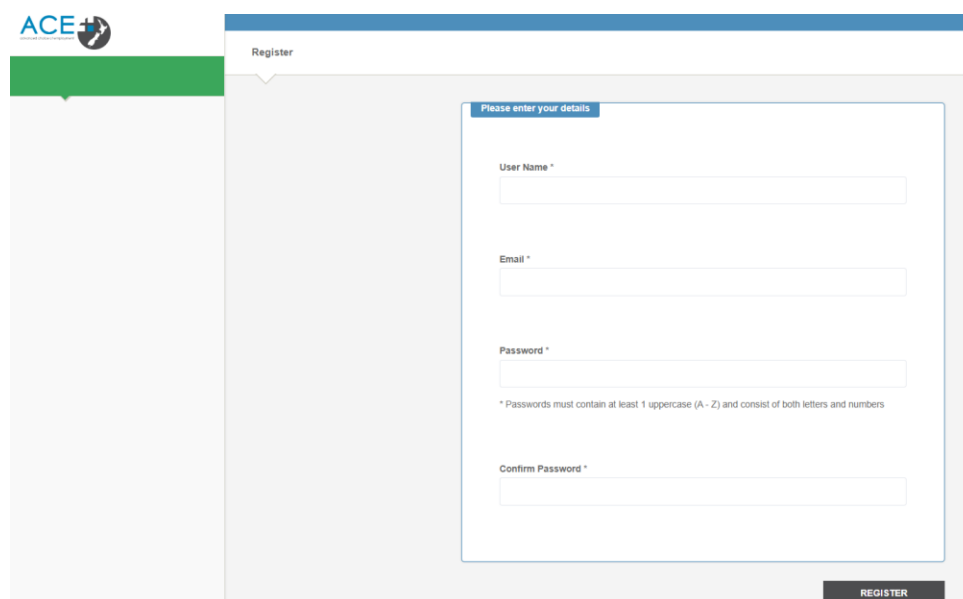
Free text boxes can be expanded by clicking on the symbol in the bottom right corner.



Register

First you need to create an account and register. We recommend using your personal email address, not your tertiary provider one, so that you still have access to it, once you finish your studies. Follow the link below to register

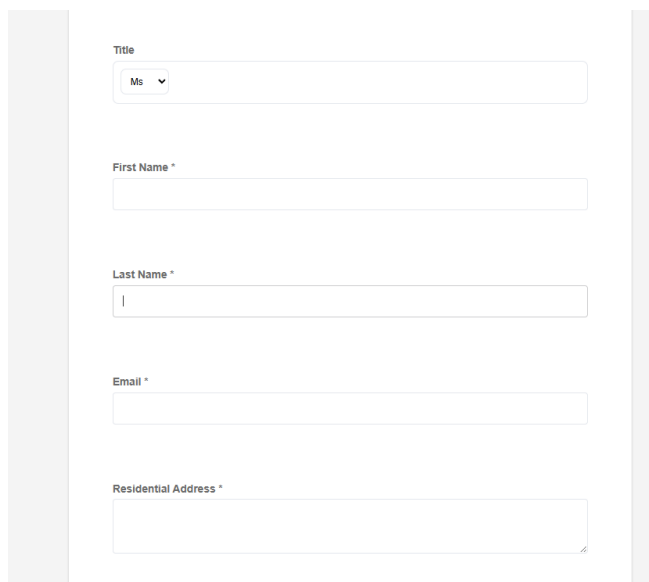
<https://nursing.acenz.net.nz/Profile/Register>



You can set up your account and register at any time.

Contact details

Fill in your personal details. Make sure the email address is one you will check regularly and will have access to after you complete your studies. You can log in and update your details at any time and it is important that you keep them up to date, as this is what employers and the ACE centre will use to contact you.



The form contains the following fields:



- Title: A dropdown menu with 'Ms' selected.
- First Name *: A text input field.
- Last Name *: A text input field.
- Email *: A text input field.
- Residential Address *: A text input field.

ACE application

ACE-RN applications are open twice per year, for about 4 weeks at a time. There are 8 sections to complete. There is not a submit button, instead all complete applications on the closing date will be included in the recruitment round.

Electronic checklist

Check List	
!	Eligibility for ACE Nursing
!	Personal Details
!	Education
!	Preferences
!	Documents
!	References
!	Workforce Statistical Questionnaire
!	Consent

The electronic checklist shows you which parts of your application, are complete (green tick - ) and what still needs to be done (red exclamation mark ). You can move to another section, even if one is not complete.

Eligibility and Privacy

Read through the full list of eligibility statements and check you can honestly agree with them.

Eligibility Declaration

Before you begin your application, it is strongly recommended that you visit the ACE Nursing website. It has all of the information about the process, FAQs and a variety of resources that will assist you to complete your application. The ACE Nursing website also explains the ACE Nursing process, the match algorithm, how to guides, information about the national talent pool and also provides links to employer key contacts and career webpages.

Please read the following statements and tick to show you have read and assessed that you are eligible to apply:

To be eligible to apply for employment via ACE you must meet all five of the following minimum requirements.

1. I am a New Zealand citizen, New Zealand permanent resident (or hold a returning resident visa) or Australian citizen.
2. I am in the **final** year of studying towards or have already completed a pre-registration nursing degree approved by the Nursing Council of New Zealand (NCNZ) leading to registration as a registered nurse. This degree was studied in New Zealand at a New Zealand tertiary institution.
3. I am about to sit or have already passed my State Final.
4. I have never worked as a New Zealand RN or have worked for fewer than 3 months as a New Zealand RN (as at ACE closing date).

I have read the above statements and confirm that I am eligible to apply for ACE RN Nursing.

If your personal situation is complicated and you are not sure if it is covered by the statements, please read the FAQs on the website. If you are not eligible, there are many other ways to apply for RN roles. See our website for more details.

I agree to abide by the rules of the ACE Nursing processes and the algorithm match process.

Privacy Declaration

Graduates that do not meet these minimum ACE requirements should apply directly to individual employers. See our webpages for information.

You have up to four opportunities to apply via ACE provided you still meet all eligibility criteria each time you apply.

Read the full privacy statement and ensure you understand what you are consenting to.

Privacy Declaration

I agree to abide by the rules of the ACE Nursing processes and the algorithm match process.

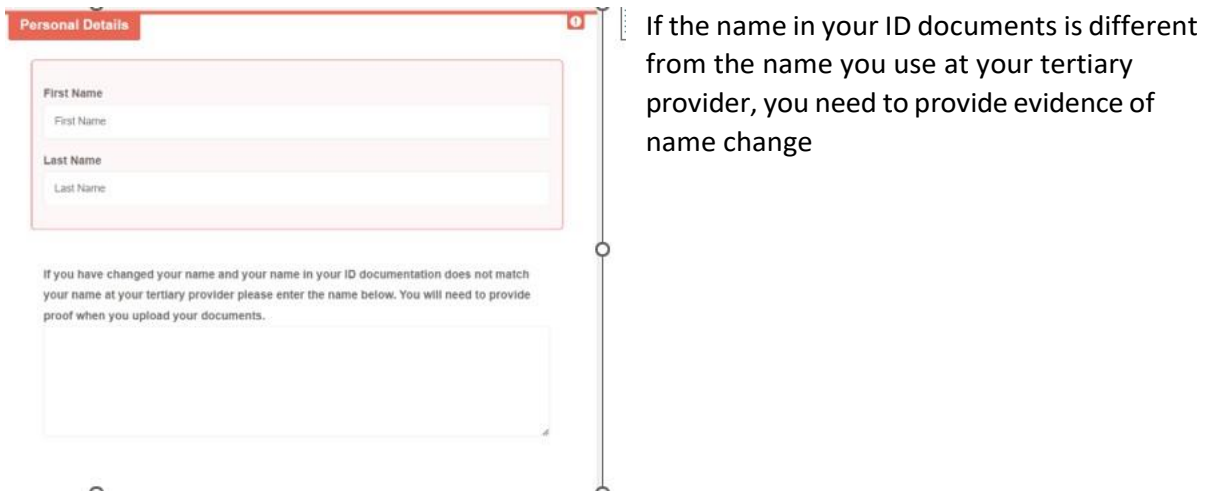
Privacy Declaration

SAVE SAVE & NEXT

If you do not consent to the privacy statement, you will not be able to participate in ACE.

Personal Details

This section collects information on your name, your citizenship/residency status and an alternate contact



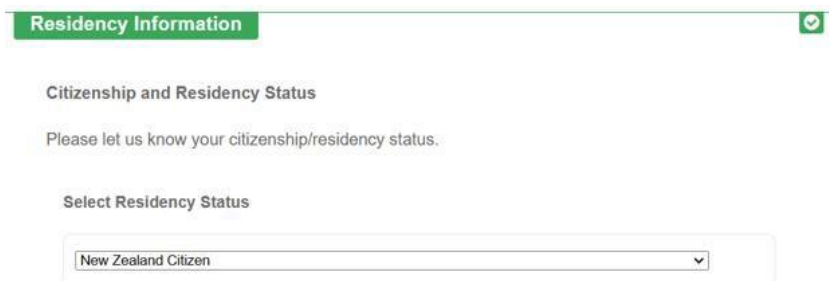
Personal Details

First Name
First Name

Last Name
Last Name

If you have changed your name and your name in your ID documentation does not match your name at your tertiary provider please enter the name below. You will need to provide proof when you upload your documents.

If the name in your ID documents is different from the name you use at your tertiary provider, you need to provide evidence of name change



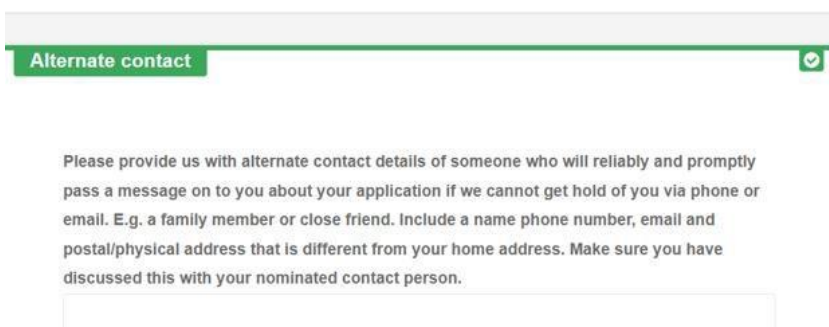
Residency Information

Citizenship and Residency Status

Please let us know your citizenship/residency status.

Select Residency Status

New Zealand Citizen



Alternate contact

Please provide us with alternate contact details of someone who will reliably and promptly pass a message on to you about your application if we cannot get hold of you via phone or email. E.g. a family member or close friend. Include a name phone number, email and postal/physical address that is different from your home address. Make sure you have discussed this with your nominated contact person.

Education

Select your tertiary education provider. If they have multiple campuses, select the correct campus.

We want to know if you have received any scholarships that are **specifically for nursing**. Combine the letters, or certificates into a single pdf and attached them here. If you have received other scholarships you may choose to include them in your CV.

Call the file *your name scholarships.pdf*

The screenshot shows a user profile page with a sidebar on the left and a main content area on the right. The sidebar contains a navigation menu with items: 'YOUR PROFILE', 'YOUR APPLICATION APP NUMBER: 81C4D0E6', 'Check List', 'Eligibility for ACE Nursing', 'Personal Details' (highlighted), 'Education', 'Preferences', 'Documents', 'References', 'Workforce Statistical Questionnaire', and 'Consent'. The main content area is titled 'Personal Details' and contains two text input fields for 'First Name' and 'Last Name'. Below these fields is a text area with the instruction: 'If you have changed your name and your name in your ID documentation does not match your name at your tertiary provider please enter the name below. You will need to provide proof when you upload your documents.'

We need evidence that you are studying towards or have completed a pre-registration nursing degree leading to registration with NCNZ as an RN. This could be **one** of:

- a copy of your degree certificate,
- proof of enrolment in final year nursing studies showing courses you are enrolled in
- unofficial transcript, or
- official transcript.

The screenshot shows a form titled 'RN qualification' with a red header bar. The form contains a text area with the instruction: 'We need evidence that you are studying towards or have completed a pre-registration nursing degree leading to registration with NCNZ as an RN. This could be a copy of your degree certificate, proof of enrolment in final year nursing studies showing courses you are enrolled in, unofficial transcript, or official transcript. It must be in PDF format.' Below this is a 'Tertiary education Upload' section with a file upload button labeled 'Choose File' and the text 'No file chosen'. Below the button, it says 'Allowed file types: .pdf'.

Call the file *your name degree.pdf* or *your name transcript.pdf*. It must be in PDF format. There is information on how to create PDFs in the FAQs.

In the past, ACE required certified documents but this is no longer the case. However, if your documents are certified that is fine too.

Attach the document where it says Tertiary education Upload.

Tell us where you did your transition to practice placement. A few nursing education providers have exemptions to use their second to last placement. Check the [exceptions for references](#) section for the current list.

Transition to Practice Placement

What was the year of your Transition to Practice placement?

2024

Select the employer which hosted your Transition to Practice placement.

Select the employer which hosted your Transition to Practice placement.

Please Select...

If Other - Please Specify the Region, Organisation & Exact Location (eg: Auckland, Plunket, Albany)

If the employer isn't listed, provide the details in the box provided.

Then choose the practice setting.

What Practice Setting was your Transition to Practice placement set in?

Medical

Tell us when you sat or when you intend to sit your state final exam. A range of possible dates are listed. If you sat it in the past, and the date is not listed, you are probably not eligible to apply via ACE-RN.

When did you or when do you intend to sit your state final exam?

Please Select...

Preferences

This is an important and exciting section. This is where you tell us where you would like to work and what settings.

You need to reflect on which practice setting you wish to work in. Choose settings that you are interested in, and ideally ones you have had experience in during your student clinical placements. Then check which employers have those settings. Some options are not available in some regions or with some employers so check carefully and consider what combinations are possible.

Think about where you currently live and if you would be willing to move to take up a job. What is more important to you, the location, the employer or the practice setting?

Your first role as an RN does not define your career. Over time, there will be opportunities to move roles within organisations or between organisations. You are not guaranteed to get a particular practice setting with a particular employer although they will do their best to place you in your preferred settings.

The list of possible practice setting is available [here](#).

You can choose up to 5 practice setting. We strongly recommend using all your choices. List them in order with your 1st most preferred at the top and 5th most preferred at the bottom.

If you want to work in mental health and undertake a NESP programme, select mental health and addictions as your first choice.

The screenshot shows a user interface for an application form. On the left is a sidebar with a navigation menu. The top item is 'YOUR PROFILE', followed by 'YOUR APPLICATION' (highlighted in green) with the subtext 'APP NUMBER: ZAC2C4B3'. Below this are several checklist items: 'Check List', 'Eligibility for ACE Nursing' (checked), 'Personal Details' (checked), 'Education' (with a red exclamation mark), 'Preferences' (with a checkmark and highlighted in grey), 'Documents' (with a red exclamation mark), 'References' (with a red exclamation mark), 'Workforce Statistical Questionnaire' (checked), and 'Consent' (with a red exclamation mark). The main content area is titled 'Employer Preferences' and contains the following text: 'List the employers you want to work with in order of your preference. You are able to amend the employers up until the 29th April 2025 when the applications close. Once the application period has closed, you can only change the order of your employer preferences or remove an employer from your preference list up until 9am, Monday 23rd June 2025. To change the order of your employer preferences or remove an employer from your preference list you must email nor.nursing@tewhatuora.govt.nz. You cannot add employers to your preference list after applications have closed. You must select at least one employer and a maximum of three. We recommend choosing three, however only select employers in locations you are willing to work.' Below this text is a form with a dropdown menu labeled 'Select Employer...' and an 'Add' button.

You can choose up to 3 employers. We recommend using all your choices. The list of possible employers is [here](#). Not every employer will participate in every round. The list on the application form is the definitive list for this recruitment round. List them in order with your 1st most preferred at the top and 3rd most preferred at the bottom.

Practice Setting Preferences
✓

List the practice settings you want to work in, in order of preference. You are able to amend the practice settings listed here up until applications close on 29th April 2025. You **cannot** change your practice setting preferences after the application closes.

You must select at least **one** practice setting and a maximum of **five**. We recommend selecting five.

Practice Settings

▼
Add

SAVE

SAVE & NEXT

Documents (including references)

All documents must be uploaded in PDF format. Submitting your documents in PDF format guarantees that your documents will be viewed by your preferred employers uncorrupted and in your original format structure. Documents submitted in other formats will not be considered and your application will be regarded as incomplete.

Note that documents uploaded here can be deleted and replaced up to the point that applications close. So, if you accidentally upload the wrong document, delete it and upload the correct one.

CVs and cover letters

There are templates and guidance for CVs and cover letters on the ACE website.

You have the choice of one cover letter for all employers or a separate letter for each chosen employer. We recommend writing a separate cover letter for each of your selected employers.

Cover Letter Upload
!

Upload your Cover Letter(s) in PDF format. A template is available as a guide and can be found on the ACE resources webpage. It is mandatory to upload at least one cover letter. You can address a single cover letter to all of your ranked employers or you can upload a different cover letter for each employer you rank.

Allowed file types: .pdf

Covering Letter (Apply to All Employers)

No file chosen

Covering Letter Health New Zealand - Lakes

No file chosen

Covering Letter Southern Cross Hospitals - Nelson

No file chosen

Covering Letter Health New Zealand - South Canterbury

No file chosen

19

ID upload

Identification Upload

You will need to provide a copy of a proof of identity as listed below.

If you are not a New Zealand citizen you also need to provide proof of eligibility (i.e. visa).

If your name in your ID does not match your name in your tertiary education documents you need to provide evidence of your name change (e.g. deed poll, marriage certificate)

New Zealand Citizens:

- The photo page of New Zealand Passport **or**
- New Zealand Full Birth Certificate that is issued on or after 1 January 1998 and that carries a unique identification number **or**
- A New Zealand Citizenship Certificate.

Australian Citizens:

The photo page of Australian Passport.

Permanent Resident Visa Holders:

- The photo page of an Overseas Passport **plus**
- The relevant Visa Document

Primary Document (One of)

- New Zealand Passport (preferred)
- New Zealand Full Birth Certificate
- New Zealand Citizenship Certificate

No file chosen

Allowed file types: .pdf

References

Read the section on [referees](#) first.

Once you have selected and spoken to your clinical tutor and preceptor, make sure you have their full name, correct email address and phone number. Then you can fill in the form. When you press “send reference request” an automatic email will send your referee a request with a link to an online form to complete. You will be sent a reminder email prior to the closing date if

Reference 1

Referee Name

Designation

Phone

Email

Repeat Email

your referee has not completed the reference. It is your responsibility to follow that up.

However, if your referee doesn't submit a reference or does not want to provide a reference, you can ask someone else. In that case delete the original request and put in new details, before the closing date.

Workforce statistical questionnaire

This section gathers information for statistical analysis purposes and will not be shared with your potential employers. It is not compulsory, but is very helpful for us. We would appreciate if you can complete it. It will not be shared with employers.

The screenshot shows a web application interface for the 'Workforce Statistical Questionnaire'. On the left is a navigation menu with the following items: 'CHANGE LOGIN DETAILS', 'YOUR PROFILE', 'YOUR APPLICATION' (highlighted in green, with 'APP NUMBER: 81C4D0E6' below it), 'Check List', 'Eligibility for ACE Nursing', 'Personal Details', 'Education', 'Preferences', 'Documents', 'References', 'Workforce Statistical Questionnaire' (highlighted in grey), and 'Consent'. The main content area is titled 'Workforce Statistical Questionnaire' and contains two sections. The first section, 'Workforce Statistical Questionnaire', has a green header and contains the text: 'This information is gathered for statistical analysis purposes and will not be shared with your potential employers. It is not compulsory.' The second section, 'Ethnicity', also has a green header and contains the text: 'The questions on this page are asked to help us meet our commitment to valuing diversity in our community and the workforce. They will be used for statistical analysis only and will not form part of the evaluative material for your application.' Below this text is a label 'Please state your Gender' and a dropdown menu with 'Female' selected.

What ethnic group do you belong to? Please indicate in the space or spaces which apply to you

- New Zealand European
- Māori
- Samoan
- Cook Island Maori
- Tongan
- Niuean
- Chinese
- Indian

Other (Please state: eg Dutch, Japanese, Tokelauan)

I have read this section and have completed the information that I wish to include.

Consent

This section gives your consent to the ACE application process. It also states all the information is true and accurate

Closing date / Submitting

There is no submit button for the application form. Applications are complete when all 8 sections have green ticks. Applications with 8 green ticks on the closing date at midday are submitted.

On the portal, you may make changes to your application and replace attached documents up until midday (12 noon) on the closing day of applications.

Incomplete applications cannot be processed.

What happens after applications close

High level

- Applications checked for eligibility
- An email sent to applicants 7-10 days after applications close:
 - to confirm your application has been completed and will be forwarded to the employers you selected **or**
 - to advise you are not eligible **or**
 - to advise your application was not complete and cannot be processed.

Shortlisting and Interviews

This takes place over a six week period.

Employers will review the list of applicants and follow their own processes for shortlisting and interviewing.

The ACE centre has no visibility of this and cannot tell you why you have or have not been selected for an interview.

It is your responsibility to check your email or respond to phone calls or texts arranging interviews. Remember to check your junk mail folder.

Some employers shortlist and select applicants without interviewing, but most run an interview process.

Interviews

There is a lot of useful information online. Your tertiary provider's careers service will also be able to help.

This is your opportunity to ask questions of the employer and find out more about working them.

After your interview(s) you may wish to update your employer selection. You can do this by emailing the ACE centre prior to the deadline. Do this as soon as possible after your final interview once you can compare the employers. The deadline is listed in the recruitment round timetable on the website.

Ranking, match process and state finals

Registered employers advise the ACE centre, via the portal, of how many positions they have available and rank applicants in order of priority.

The algorithm is then run to match applicants with employers.

For more detailed information on how the match algorithm works, read Appendix 1.

Employers are advised of the match results and start preparing employment offer letters.

Then it is state finals day for those who have not already passed it.

Day after state finals

The match results are released the day after state finals.

All eligible applicants with a completed application are sent an email in the morning advising them if they have been matched, and, if so with which registered employer. Note, if you are matched with primary care via a district, you will be told the district name.

Matched

If you are matched, you will receive a further email from the employer with your offer letter in the afternoon.

Non matched

If you are not matched, you will be placed in the national talent pool, where all registered employers can see your application. More information on the talent pool will be on the website and sent to you at the time.

Any questions?

If you have questions, first read this guide and check the FAQs on the website.

If you can't find the answer there, please email ACE.RN@tewhatuora.govt.nz.

You can also phone Monday to Friday between 8am - 4.30pm on **0800 223 236**, but we prefer email.

Appendix 1- Detailed match algorithm explanation

Detailed explanation for those who are interested.

The Match algorithm operates based on the following 4 principles:

1. The employer ranking of applicants takes highest priority. This way, an employer's highest ranked applicants have the best chance of being matched to a position.
2. The applicant's employer preference takes second priority. This way, if all three employers rank an applicant as their first choice, the algorithm favours the applicant's choice of employer from 1st to 2nd to 3rd.
3. The algorithm will only match applicants employers ranked for NESP positions to NESP positions and applicants employers ranked for NEtP positions to NEtP positions. This way, only applicants that the employers ranked for NESP can be matched to NESP positions. Please note applicants who rank Mental Health and Addictions as their 1st choice practice setting have the best chance of being considered for NESP positions.
4. Each applicant can only be matched to 1 employer/position (this has not changed).

The [ACE algorithm](#) first looks at all the highest ranked applicants who were ranked within an employer's total number of positions available. So, if ABC district has 30 vacancies, all applicants ranked from 1 – 30 will be looked at first.

First Sweep: The algorithm first aims to match all applicants ranked within an employer's total number of positions available to their first preferred employer where possible, i.e. if ABC district has ranked *applicant A* as their first preferred applicant and *applicant A* also ranked ABC district as their first preferred employer, they will automatically be matched.

Second Sweep: The algorithm then sweeps through any remaining applicants still within an employer's total number of positions available and will match them to their second preferred employer where possible.

Third Sweep: If any applicants ranked within an employer's total number of positions available, the algorithm will match them to their third preferred employer.

At this point, if there are still vacancies remaining, the algorithm then looks at applicants ranked below the total position available. (To explain, if XYZ district has 30 positions but has ranked 60 applicants, this will include all applicants ranked from 31 – 60).

The algorithm will look at each applicant in employer preference order, i.e. it will try to match applicant number 31 first, then 32, and so on, always aiming to match the applicant to their highest preferred employer where possible.

Result

Every applicant ranked within the total positions available for each employer will be matched to one of their 3 preferred employers. Therefore, the highest ranked applicants will all be matched.