



**Wāhi noho:**

335 Halswell Road, Halswell, Christchurch 8025, Aotearoa

**Wāhere Wāhi:** CH99+X6 Christchurch, Aotearoa

**Waea:** +6433221224

**Kaupapa:** Tono Mahi

**Tohutoro:** 84GT5

**Rā:** 04.07.2025



**Ki a:**

**HASIBUL HOSSAIN**

**Ingoa o te Matua:** KOBIR SHEK

**Tau Uruwhenua:** A05160187

**Iwi:** Bangladeshi

**Rā whānau:** 01.01.2004

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**Tēnā koe e te rangatira,**

E harikoa ana mātou ki te whakamōhio atu kua whakaae te kamupene *The Old Vicarage*, kei 335 Halswell Road, Halswell, Christchurch 8025, Aotearoa, ki te tuku mahi ki a koe mō te tūranga *te kaitarai*.

Nā ō wheako me ō pūkenga kua pārekareka ki a mātou, ā, nā reira ka tukuna tēnei tono mahi ki a koe. Me tuku uiuitanga (interview) hei wāhanga o te tukanga.

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**Ngā kawenga o te tūranga:**

Ka whakatauhia ō kawenga e te kamupene, ā, mēnā ka hiahiatia, ka āhei ō rangatira ki te whakarerekē. Me whakaatu koe i te whakaute ki ō hoa mahi, me whai hiahia ki te ako i ngā mea hou, ā, me mahi tika. Me tae wā ki te wā ki te wāhi mahi, ā, me ū ki ngā ture me ngā kawa a te kamupene.

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## Ngā painga:

- Utu pire waea pūkoro
  - Inihua hauora whaiaro
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## Tono:

Tēnā, haina tēnei reta, ā, whakahokia mai ki te wāhi kua tohua i roto i ngā rā 20. Mēnā kāore he whakautu i roto i tēnei wā, ka whakaaro mātou kua whakakāhoretia te tono nei.

Puritia tētahi kape mō āu ake rēkoata. Ki te whai pātai koe, whakapā mai mā te waea, mā te īmēra rānei. Mēnā e whakaae ana koe ki ngā tikanga katoa, tēnā haina, ā, whakahokia mai tēnei reta.

Ngā mihi mō tō wā.

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Tohu a te kaitono: \_\_\_\_\_

Rā: \_\_\_\_\_

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## Kawa Whanonga (Code of Conduct)

Ko tēnei kawa e whakatakoto ana i ngā paerewa whanonga mōu ki ō hoa mahi, rangatira, me te kamupene. E akiaki ana mātou i te rangatiratanga o te whakaaro me te kōrero mārama, engari e hiahia ana mātou kia ū koe ki ngā ture e whai ake nei:

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## Ngā Aratohu Matua:

- Aukati i te whanonga whakatuma, whakahē, pakaru hoki
  - Tiaki i te wairua o te whakaute me te mahi ngātahi
  - Whai pānga ki ngā kaimahi katoa, ahakoa te tūranga, momo kirimana rānei
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## Ngā Tikanga Whanonga:

- **Whai i te ture:** Me ū ki ngā ture taiao, haumaru, me te tauhokohoko tōtika
- **Whakaute i te wāhi mahi:**

- Aukati i te whakatoiara
- Kāore he wero ira, tukino, rāwekeweke e whakaaetia
- Me ū ki ngā ture taurite mō te whai wāhitanga
  - **Tiaki rawa o te kamupene:**
  - Whakamahi tika i ngā taputapu me ngā rawa
  - Kāore e āhei te whakamahi mō ngā mahi whaiaro
  - Tiaki rawa ā-tinana me te matihiko
  - **Ngākau tapatahi:**
  - Mahi pono, whai whakaute
  - Kākahu mārama, mā
  - Kāore e whakaaetia te tango taonga, koha, moni rānei i ngā kaihoko, hoa pakihi rānei
  - **Whakaritenga me te whakahaere:**
  - Kāore e whakaaetia te whakamahi hē i te mana
  - Me āta whai i ngā tohutohu
  - **Tōmuri me te kore tae atu:**
  - Me ū ki ngā haora mahi
  - Ki te hiahia noho wātea, me tono whakaaetanga
  - **Ngā pānga taupatupatu:**
  - Kāore ngā pānga whaiaro, pūtea rānei e whakaaetia kia whakararuraru i te mahi
  - **Mahi ngātahi me te kōrero:**
  - Whakawhanaungatanga pai me ngā hoa mahi
  - Kāore e whakaaetia te whakamahi hē i ngā painga a te kamupene
  - **Aromatawai me te whakatinana ture:**
  - Me mōhio, me ū hoki ngā kaimahi katoa ki ngā ture a te kamupene

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### Ngā Mahi Ka Mahia Mēnā Ka Takahia:

- Ka aukatia te kake tūranga
  - Whakatu whakatūpato ā-waha, ā-tuhi rānei
  - Aukatinga rangitahi, whakakāhoretanga rānei
  - Whakakore i ngā painga
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### Ngā Herenga Mahi Matua:

- **Tūranga:** te kaitarai
- **Haora mahi:** 9:00am – 5:00pm
- **Ngā rā mahi:** Mane ki Paraire
- **Utu:** 3000 NZD
- **Haora Roa:** Ka utua ki te reiti 1.5x