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| Instructions for applying to be a Social Security Appeals Authority - September 2019 |

1. Thank you for your interest in being appointed as a Member of the Social Security Appeals Authority (SSAA).
2. Copies of the Appointment Application Form and Position Description have been made available for you to download from the job advertisement webpage.
3. Relevant legislation for SSAA can be viewed at www.legislation.govt.nz, including Schedule 8 of the Social Security Act 2018.
4. To be considered for an appointment to the SSAA, you will need to lodge a formal expression of interest by providing us with an up-to-date version of your Curriculum Vitae, and completing the online background check application form.
5. We must receive your expression of interest by **5.00pm Friday 25 October 2019**. Electronic copies of forms will be accepted if accompanied by a signed hard-copy of the application form.
6. A letter or email will be sent to you acknowledging receipt of your application. If you do not receive this acknowledgement within five working days, please contact us.

We look forward to hearing from you.

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| **Postal address:**  Nominations  c/o Lance Fowler  Ministry of Social Development  PO Box 1556  Wellington | **Courier address:**  Nominations  c/o Lance Fowler  Ministry of Social Development  The Aurora Centre  56 The Terrace  Wellington | **Email address:**  [nominations@msd.govt.nz](mailto:nominations@msd.govt.nz)  **Phone:**  (04) 913 3245 |