

Applying for a position with West Arnhem Regional Council

Advertisements for vacant positions at West Arnhem Regional Council (WARC) are available on the website www.westarnhem.nt.gov.au. Positions Descriptions can be downloaded by using the link to “vacant positions” found on the employment page.

Applications should include the following:

- **Cover Letter** – an introduction, reason for applying, relevant details not included in the selection criteria,
- **Resume** – **DO NOT** include original or scanned copies of qualifications or certificates until they are requested.

It is recommended that a statement addressing the position’s selection criteria is completed.

- **Selection Criteria statement** – use brief and relevant examples from previous experiences to demonstrate suitability for the position: include voluntary work experiences. The following format **may** be helpful in writing a response:
 1. **Situation** – briefly outline the situation from past experiences
 2. **Task** – briefly describe the tasks required
 3. **Action** – describe the action taken
 4. **Result** – state the outcome or result including any feedback given

NOTE: The completed application must be received by the recruitment office on the closing date.

Applications may be submitted by one of the following ways:

Email: vacancy@westarnhem.nt.gov.au
Write the position title in the “subject” bar

Facsimile: (08) 8982 9555
Address the application to “Recruitment” with the position title clearly identified on the cover page

Post: *{Position Title}*
Recruitment
PO Box 35870
Winnellie NT 0821

Any further queries can be directed to the recruitment team:

Phone: (08) 8982 9522
Email: vacancy@westarnhem.nt.gov.au