



## HOW TO APPLY FOR A POSITION

Your application should include:

**1. A covering letter stating;**

- The position title and reference number (if applicable).
- A brief overview of why you would like to work for the Ngaanyatjarra Council
- Any experience you may have in working with Aboriginal people and their Communities.

**2. A written statement of claims against the Selection Criteria;**

- Your application must address all the items listed in the Selection Criteria (unless otherwise instructed in the advertisement).
- Clearly state how you meet the requirements in a succinct manner. Short-listing of candidates for interview is based on assessment of how clearly and well the Selection Criteria are addressed.

**3. A current Resume stating;**

- Employment history; current and previous (summarising position and duties and length of service).
- Personal details including all relevant contact details.
- At least 3 current and contactable referees (these referees must be able to comment on your actual work performance against the Selection Criteria. Do not include personal, family, or social referees).
- Any relevant qualifications.

Please note: It is expected that the applicant gives automatic permission for Ngaanyatjarra Council to contact their listed referees.

**4. Late applications;**

Late applications are not automatically accepted. Short-listing generally occurs in the week immediately after the closing date and Ngaanyatjarra Council may consider accepting a late application depending on the circumstances.

Should you wish to be considered as a late applicant, you will need to contact the Human Resources Manager prior to the closing date and put your case forward. Should your request be granted, you will need to reference this in your application stating the late authorisation.

**5. Selection process;**

Applicants are short-listed for interview by a panel selected for that particular position. Selection is at the panel's discretion and considered against the selection criteria. If you are selected for interview you will be contacted by phone to finalise arrangements. Applicants who are not selected for interview will receive written notification.



Interviews will be by phone or Zoom, or in person.

On occasion, the applicant may be required to nominate further referees to demonstrate particular skills. Selecting the preferred applicant is based on the selection panel's assessment of:

- The written application
- Performance at interview
- Reports gathered from referees

The successful applicants' employment will be subject to passing a National Police Check.

All unsuccessful applicants are notified in writing once the selection process has been finalised.

#### **6. Lodgement of applications;**

Applications must be received by close of business on the day specified in the job advertisement (or by midnight if emailed) and should be addressed to:

Linda Robertson  
**Human Resources Manager**  
Ngaanyatjarra Council  
PO Box 644, Alice Springs  
P: 08 8950 1719  
F: 08 8950 1728  
[Linda.robertson@ngcouncil.org.au](mailto:Linda.robertson@ngcouncil.org.au)