

## Applying For an Advertised Position

### The Application

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 accepted that the applicant gives automatic permission for Ngaanyatjarra Council to contract their listed Referees.

**4. Lodgement of Applications**

Applications must be received by close of Business on the day specified in the job advertisement (or by 12midnight if emailed) and should be addressed to;

Linda Robertson  
**Human Resources Manager**  
Ngaanyatjarra Council  
PO Box 644  
Alice Springs  
Ph: 08 8950 1719  
Fax: 08 8953 1892  
Mobile: 0438 528 070  
linda.robertson@ngcouncil.org.au

A **separate application** must be submitted for each position being applied for. Applicants who do not meet the lodgement requirements may find that their application will not be considered.

## **5. 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 Human Resources 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.

## **6. 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 can be by phone or in person, or a combination of both.

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 and
- Reports gathered from referees.

The successful applicants' employment will be subject to passing a Federal Police Clearance.

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