

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 and relevant details not included in the selection criteria.
- **Resume** – **DO NOT** include original or scanned copies of qualifications or certificates until they are requested.
- **Selection Criteria statement** – We encourage all applicants to complete the selection criteria for the position you are applying for. It gives us more in-depth knowledge of how you fit the position. Keep your answers short. Use relevant examples from previous experiences to demonstrate suitability for the position, include voluntary work experiences. It is not sufficient to say that you meet the criteria.

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

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