



## How to apply for a position at West Arnhem Shire Council

If you have seen an advertisement for a vacant position and you would like to apply, head to the West Arnhem Shire Council (WASC) website ([www.westarnhem.nt.gov.au](http://www.westarnhem.nt.gov.au)). From the positions vacant page, download the position description. If you any further questions contact our recruitment team on email: [vacancy@westarnhem.nt.gov.au](mailto:vacancy@westarnhem.nt.gov.au) or phone: (08) 8982 9522.

### **Your Application**

Your application should include:

1. Cover letter
2. Claims against selection criteria
3. Resume

All items should be marked: "Confidential" Application for Employment

Email: [vacancy@westarnhem.nt.gov.au](mailto:vacancy@westarnhem.nt.gov.au)

Post: GPO Box 4246  
Darwin NT 0801

For your application to be considered it must be received by WASC before the closing date.

### **Applications need to include**

Your written application should include enough information for the panel to assess your ability to perform the job in relation to the selection criteria.

When addressing the selection criteria display your suitability and competence by using previous experience, skills and qualification from paid or voluntary work as evidence. It is not just enough for you to say you met the selection criteria without telling the panel how you meet it. When addressing the selection criteria you must respond to each point of the selection criteria, where relevant each response should follow the structure outlined below:

- 1) Situation – briefly outline the situation or scenario;
- 2) Task – briefly describe the tasks required and how you identified those tasks;
- 3) Action – describe action taken by you;
- 4) Result – relay the outcome of the situation, what you learnt, and any feedback.

### **Do not include**

Do not include in your application scanned copies of qualifications or certificates until you are requested by the panel or unless it is specifically mentioned in the selection criteria.