

FOLLOW THE STEPS BELOW ON **HOW TO APPLY** FOR A ROLE AT LARRAKIA NATION AND HOW TO **FOLLOW UP** ON AN APPLICATION YOU HAVE SUBMITTED

1) IS THE JOB RIGHT FOR YOU?

Before you spend time applying for a role, make sure it is a good fit for you. Ask yourself the following questions:

Do you have all the required skills and experience for the role?	Yes / No
Do you have the qualifications required for this role?	Yes / No
Are you able to commute to and from this job with no issues?	Yes / No
Do you have the required licenses and checks for this role?	Yes / No
Is this role exactly what you are looking for? Does it excite you as a career opportunity?	Yes / No

*The more **yes** responses you have, the better. If you answered **yes** to 2 questions or fewer, do not apply for this role, it is probably not a good fit for you.*

2) PREPARING YOUR APPLICATION

To help prepare your application, please ensure you have done the following:

- Gained access to the job description specific to the role. This can be found at www.larrakia.com/jobs/ - you will need this when creating a cover letter as you are expected to address the selection criteria as part of your application
- Updated your resume clearly showing your experience relevant to the role
- Update you NT Driver's License, Working with Children's Card, National Police Check and First Aid/CPR Certificate (if required) as we are on the look out for 'job ready' candidates
- Ensure your contact details are correct

3) ASSISTANCE WITH YOUR APPLICATION

If you are having trouble with your application and require assistance, we are always happy to provide advice. We also recommend utilising local service providers and jobactive agencies who are also able to help.

4) SUBMITTING YOUR APPLICATION

You have prepared your application and are now ready to apply, use the checklist below to help with the process:

- Check you have the required documentation ready to submit for your application, this can be found in the job description. This is usually your up to date resume, cover letter addressing the selection criteria, copies of your driver's license, WWC card, certificates etc.
- Submit your application to hr@larrakia.com before the closing date
- Part applications will not be considered, so please double check you have everything ready
- Once submitted, you will be notified if you have been successful to the next stages by email or phone call

5) FOLLOWING UP ON AN APPLICATION

At anytime during the application process please feel free to contact HR at 08 8948 3733 or email hr@larrakia.com to gain an update on your application.