



**Garma
2017**

4 – 7 August

VOLUNTEER APPLICATION COVER SHEET



Note: All fields marked with an * must be completed and relevant documentation submitted before application will be accepted.

VACANCY DETAILS

*** Volunteer Position Garma 2017: TICKETING & ADMINISTRATION ASSISTANT**

YOUR PERSONAL DETAILS

Title: Mr Dr Mrs Ms Miss Other:

* First Name: Other Given Names:

* Surname:

Date of Birth: Age: Gender:

Postal Address:

Suburb: * State: Postcode:

Home Phone: Work Phone: Mobile Phone:

Email Address: Fax Number:

DIVER'S LICENCE INFORMATION

* Do you have a driver's licence: Yes No

* Licence Number: Expire Date: State Issued:

* Licence class (a MR class licence is required for the transport assistant position):

* Do you have 4WD experience: Yes No

If yes, on a scale of 1 – 10 (10 being the most positive), please rate your 4WD skills:

* Do you have a NT Working with Children Card: Yes No

* I have read and signed the Garma Privacy Policy: Yes No

* I have read and signed the Garma Recording Policy: Yes No

* I have read and signed the Garma Condition for Permits: Yes No

* I have read and signed the Garma Event Terms Policy: Yes No

Please note: Successful applicants are required to:

- Fund their own transport requirements to and from Gove. There are daily Qantas and Airnorth flights to Gove from Darwin and Cairns
- Be available to arrive Friday, 28th July and depart on Thursday, 10th August 2017
- Be over the age of 18 years old
- Be flexible, patient and have a can do attitude
- Be able to work as a member of a team
- Assist in erecting tents and completing sometimes menial tasks.

* Applicants successful in securing a role, is on the provision that reference, NT Working Children clearance and criminal history checks are approved and documentations have been provided to the Yothu Yindi Foundation.

By signing this application, I declare that all information I have provided in this application is true and correct. Should I be successful with my application for a volunteer position, I agree at all times to abide by the policies, procedures and regulations as defined and amended from time to time by the Yothu Yindi Foundation.

Signature:

Printed Name:

Date:

Please complete this form and attach it to the front of your application.

Vacancies and Selections

Vacancies are open to any person. Selection is based on merit.

Applications & Selection Criteria

Your application should contain:

- completed cover sheet
- brief addressing the key tasks and responsibilities
- your curriculum vitae (CV) or resume
- the name and contact details for at least two referees

All applications are placed on files and therefore folders and binders used for presentation purposes are not necessary.

If you are applying for two or more advertised vacancies you must submit a separate application for each vacancy.

Your application should provide a brief working history outlining positions held and your major responsibilities and achievements and include any relevant qualifications.

In your application, you need to address the selection criteria, stated in the job description and demonstrate your competency and suitability for the vacancy. Include examples of your experience and knowledge. You must meet all essential selection criteria to be considered for the vacancy.

Reference Checks

Referees provided by applicants will be contacted during the selection process.

Criminal History Checks

For some vacancies, successful applicants will be required to undergo a criminal history check before the selection process is finalised.

Equal Employment Opportunity

The Yothu Yindi Foundation aims for an inclusive and diverse workforce. All equal employment opportunity (EEO) groups are encouraged to apply.

Additional Information

If you require additional information, please contact the **Trephina Bradley, Garma Volunteer Coordinator on 08 8945 5055.**

Closing date: Friday, 21 April 2017

Where to Send your Application

Applications should be forwarded by **one** of the following methods:

- Email to volunteer@garmafestival.com.au
- Post to: The Garma Volunteer Coordinator, PO Box 42119, CASUARINA NT 0811

Please ensure that all emailed applications and attachments are in a format compatible with Microsoft Word 97 or Adobe Acrobat.