Employment Opportunities Search Page: Useful hints

Searching for a job

The NT Government's (NTG) Employment Opportunities Online search page allows you to search for all current job vacancies. Search parameters are designed to help you navigate listings for specific job selections. The fields below allow you to refine search results for job vacancies, or alternatively just press search to view all available job vacancies. New jobs are uploaded daily.

Search parameter	Definition
Keyword	Enter a keyword that describes the type of job of interest; e.g. if the position of interest is for a maintenance officer, then use the word maintenance.
Vacancy Number	The vacancy or reference number for a specific job vacancy.
Department	Choose a particular NTG department or select several or all.
Category	Choose an employment category or categories or all.
Location	Choose a specific region/location.
Vacancy Type	Choose the type of work being sought, e.g. full time, temporary, etc.
Date Advertised After	Enter a date to show new job vacancies uploaded after a certain date. This is useful if you visit the site regularly and are only interested the most current job vacancies.

Applying for a job

You need an account to apply online. New users will need to register and create an account. If you have an existing account, log in using your existing credentials.

All online applications are stored in your **Candidate Home** account to assist in keeping track of past and present online applications.

Once a job vacancy of interest has been found, read the job description, complete your application and then apply for the vacancy online by:

1. Finding the job vacancy being applied for, then click **Apply Online**
2. Log in to submit application, or if a new user, register for an account.

Registering as a new user

1. From the **Candidate Home** button, **Apply Online** button or **Login** link, click **Register New User**.
2. Fill out personal details and log in credentials.
3. Click **Register**. Upon successful registration, an email is sent with username and password details. Please keep this in a safe place.

Applying online

1. Click **Apply Online**. You will be prompted to either log in or register as a new user.
2. Update your profile information (if applicable) and press **Next**.
3. If there is an application form associated with this position, you must fill that out before continuing. Once the application form is completed, click **Check Application Form** to validate the form. You will be prompted if there is any missing information/details.
4. Upload any required supporting documents. These will include a resume and cover letter and any specific documents required for the job eg. Copies of licenses.
5. Complete the declaration and click **Submit**.
6. Your application should now be submitted. A green banner should now be displayed with an application status of 'submitted'.
7. You can view your application/s via the **Candidate Home** button and update your application at any time up until the date the vacancy closes.

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