



How to apply

for an Early Childhood
School-Based Traineeship



How to apply



1

TALK

Start by talking to your family and careers advisor about applying.

This opportunity represents a significant commitment, and it's important to ensure it aligns with your goals and circumstances.

2

PREPARE

Ensure your resume is up-to-date and complete the cover letter template provided by St Nicholas Pathways.

3

APPLY

Submit your application by uploading your resume and cover letter to our mnpeople careers portal:

stnicks.org.au/careers

4

SHORTLIST

We will notify you if you've been selected for an interview.

You'll have time to practice and prepare before the day comes.

5

INTERVIEW

Let's get to know each other!

You'll interview with a friendly St Nicholas panel who will ask you a range of questions to get an understanding of who you are.





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6

PREFERRED CANDIDATE

We will be in touch to let you know that you are a preferred candidate for a School-Based Traineeship with St Nicholas.

7

PRE-EMPLOYMENT

We will contact your referee and conduct the necessary pre-employment checks.

If you don't already have a tax file number (TFN), you'll also need to apply for one at ato.gov.au/individuals-and-families/tax-file-number/apply-for-a-tfn

Please note:

- If you have not yet received your TFN, you may enter a placeholder nine-digit number (e.g., 000000000). You will need to update this with your actual TFN once you receive it.
- If you wish to choose your own superannuation fund, select 'employee nominated' and provide your superannuation details. If you are satisfied with the employer-nominated fund (Australian Catholic Super), enter 'new' in the membership number field.
- Make sure you include your school Careers Advisor as your referee.

8

OFFER

We'll provide you with an online employment contract and assist you in preparing for your first day.

9

WELCOME

Congratulations on joining the St Nicholas team as a School-Based Trainee!

You'll attend a welcome day with your fellow SBATs where you'll have the opportunity to get to know each other, as well as your Trainers and Mentors. Expect ongoing support to ensure a fulfilling experience with us.



St Nicholas Pathways

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