



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.

Available via your school's Careers Advisor, or in your email inbox if you completed our Early Childhood Immersion program.

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 panel at your St Nicholas Early Education centre who will ask you a range of questions to get an understanding of who you are.





St Nicholas Pathways

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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.



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stnicks.org.au/pathways