

10 Tips When Applying for Jobs at the Catholic Diocese of Maitland-Newcastle

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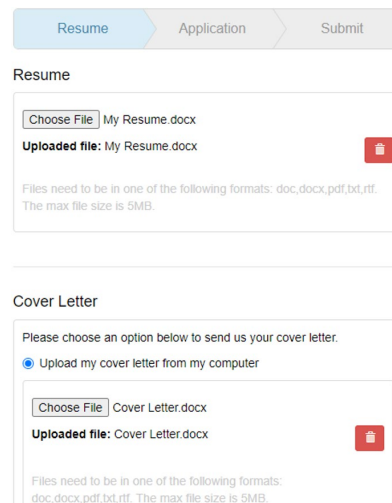
The Catholic Diocese of Maitland – Newcastle have introduced mnpeople, an exciting milestone to make applying for positions easier for you. Our aim is to help get staff up and running in new positions as soon as possible.

Online Application

- 1. If you currently work at the Diocese of Maitland-Newcastle**, including the Catholic Schools Office, please apply through the [internal Careers Portal](#) in mnpeople.

Read more here: [How to access the Careers Portal in mnpeople \(and other CDMN online services\) from a personal device.](#)

- 2. Upload a Resume** - Your Resume uploaded above should include details of your Qualifications, Accreditations and Work History. Should your application progress to the final stage of the recruitment process, you will be requested to upload certified copies of your Certificates, Qualifications and final Academic Records to proceed with your application.



The screenshot shows a web form with three steps: Resume, Application, and Submit. The 'Resume' section has a 'Choose File' button, a text input containing 'My Resume.docx', and an 'Uploaded file: My Resume.docx' label with a trash icon. Below it, it states: 'Files need to be in one of the following formats: doc,docx,pdf,bt,rtf. The max file size is 5MB.' The 'Cover Letter' section has a radio button selected for 'Upload my cover letter from my computer', a 'Choose File' button, a text input containing 'Cover Letter.docx', and an 'Uploaded file: Cover Letter.docx' label with a trash icon. Below it, it states: 'Files need to be in one of the following formats: doc,docx,pdf,bt,rtf. The max file size is 5MB.'

- 3. Upload a Cover Letter** - Address the selection criteria, as listed under EXPERIENCE/CRITERIA within the advertisement, within your Cover Letter. Please ensure:
 - Your responses provide examples of your work in relation to the criteria
 - Each criteria response should be no longer than 300 words
 Applications either exceeding the word limit, or not addressing the criteria will not be considered.

4. Answer multiple choice questions regarding your background and the selection criteria

Should your application progress to the final stage of the recruitment process, you will be requested to upload copies of your Certificates, Qualifications and final Academic Records to proceed with your application.

Are you legally entitled to work in Australia?

Yes No

Do you meet the vaccination requirements of the role?

Yes No

Do you have and can you provide a current Paid Working with Children Check (WWCC) number?

Yes No

Do you have and can you provide a current NESA Accreditation?
(If applicable as stated in the position requirements)

Yes No

During Recruitment

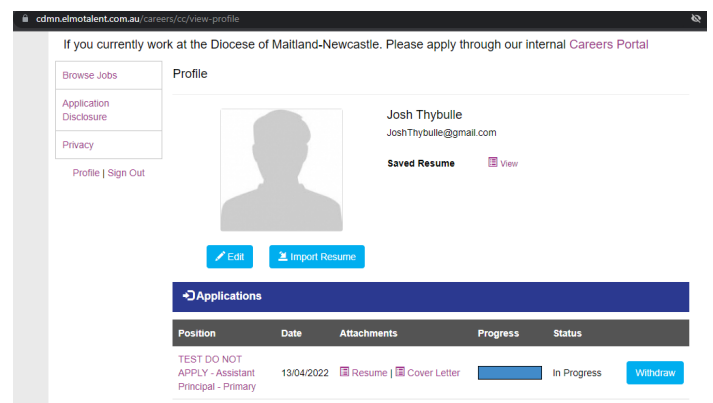
5. Our leaders support career mobility, fostering skills development, reaching for career goals and retention of our talented staff who are aligned with the values of the Catholic Diocese of Maitland-Newcastle.

The hiring manager of the position you have applied for can view a summary of position, date, attachments (resume and cover letter) and status (e.g. in progress, offer acceptance as a preferred candidate) of other applications you have applied for in the mnpeople system. This feature is available in the mnpeople system to evidence self-development.

This feature is not viewable to interview panel members who are not the hiring manager. All other information about your other applications including contract acceptance status, interviews and reference checks are not viewable to the hiring manager, or any other CDMN employee outside of Human Resources.

6. If you are an external candidate (not currently an employee of the Catholic Diocese of Maitland – Newcastle), when you apply for a role, you will have created a profile in the mnpeople system where you can:

- Edit your profile details
- “Import Resume” for future roles
- View your applications
- Withdraw from the application

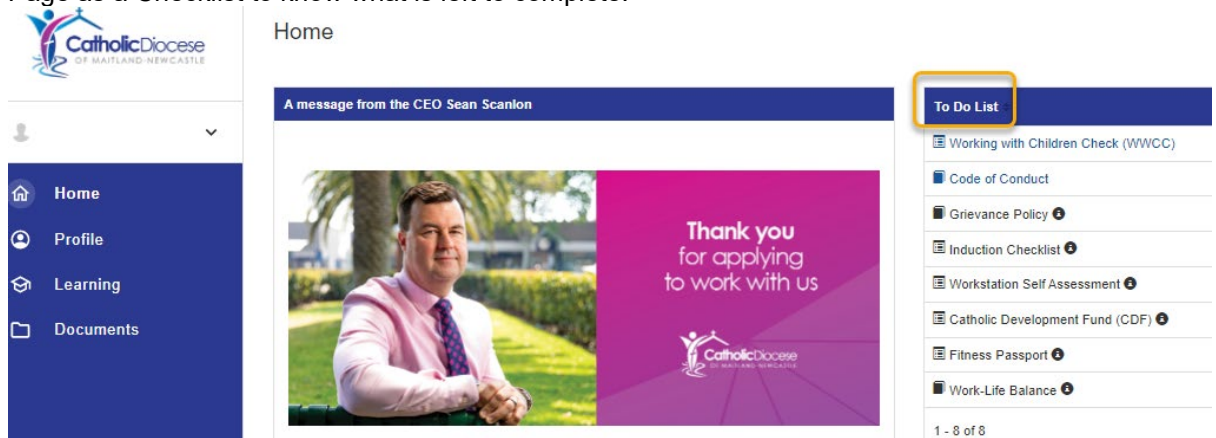


The screenshot shows a user profile page in the mnpeople system. The user is Josh Thybulle, with email JoshThybulle@gmail.com. There are buttons for 'Edit' and 'Import Resume'. Below the profile is an 'Applications' table with columns for Position, Date, Attachments, Progress, and Status.

Position	Date	Attachments	Progress	Status
TEST DO NOT APPLY - Assistant Principal - Primary	13/04/2022	Resume Cover Letter	<div style="width: 100%; height: 10px; background-color: #007bff;"></div>	In Progress Withdraw

After Interview

- If you are a preferred candidate, you will be sent email notifications with instructions to provide and submit pre-employment checks. Use the **To Do List** on the mnpeople Home Page as a Checklist to know what is left to complete.



Where system Tasks are assigned, please ensure Tasks are marked as Complete or Done. Delays in finalising Tasks can impact on the timeliness of progressing your application.

✔ Start Task

✔ Task Complete

Done

- Pre-employment checks vary by position and whether you are an internal applicant but can include:

Working with Children Check	National Police Check
Evidence of Right to Work in Australia	Registration, Accreditation or Professional Membership
Submitting Qualifications and Certificates	Anaphylaxis Training
Photo ID / Driver's Licence	Vaccination status
Health Assessment	Statements of Service

- Successful candidates will be asked to accept their Contract in mnpeople. Contract approval and any submission of documents for pre-employment checks will ensure you are adequately set up in our Payroll and technology services systems prior to starting on Day 1.
- If you require further assistance or would like to provide feedback about the application experience please contact mnpeople@mn.catholic.org.au.