

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 mnpeople \(and other CDMN online services\) from a personal device.](#)

2. Upload a Resume and a Cover Letter

Your **Resume** should include details of your Qualifications, Accreditations and Work History and may include Referees if required. Your **Cover Letter** should address the selection criteria, as listed under EXPERIENCE/CRITERIA within the advertisement.

Please ensure:

- Your documents are finalised prior to uploading.
- Your responses provide examples of your work in relation to the criteria
- Your response to each criteria is no longer than 300 words.

No other documents are required at the initial application stage.

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.

3. When searching job ads, there will be 5 displayed at a time. If there are numerous pages of jobs, minimise the time spent in scrolling through all positions by using the **Job Location** field.



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

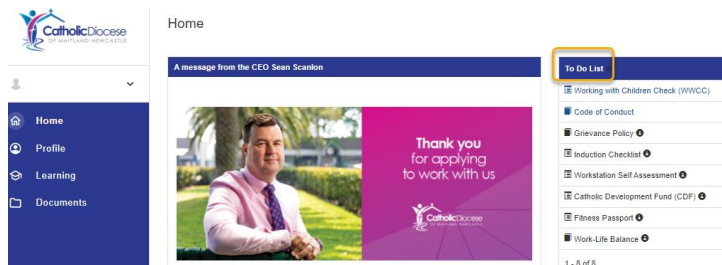
Should your application progress to the final stage of the recruitment process, you will be requested to upload copies of your Certificates, Qualifications and final Academic Records to proceed with your application.

During Recruitment

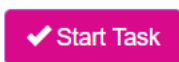
5. You can see the status of applications [here for internal employees of the Diocese](#) or [here for external candidates](#).
6. If you forget your password, please click on the Forgot Password option and check your inbox and junk/spam mail folder for a password reset. Please note the notifications can take up to 20 mins. If you still have an issue with access after 30 mins, please let the HR Talent Partners know at Talent@mn.catholic.org.au.

After Interview

7. 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.



8. 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.



9. Pre-employment checks vary by position and whether you are an internal applicant but can include the below requirements.

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

10. If you have applied externally to mnpeople for a job ad (e.g. through external careers pages or SEEK), and if you become a preferred candidate, you will be assigned an [Onboarding account](#). Click on the last link in your email to ensure you are logging into the correct web address. Please ensure you log in while using your personal Wi-Fi or 4G network (not CDMN network including school, St Nicholas or Parish networks) until your application is completed with Payroll and IT set-up as an employee.

After Contract

11. Successful candidates will be asked to accept their Contract in mnpeople. Please download the Contract prior to approving. Contract approval and completing the Tasks in your **To Do List** will ensure you are adequately set up in our Payroll and technology services systems prior to starting on Day 1.
12. Once you are set-up in Payroll and IT as an employee, you can access mnpeople via the [Connect@MN](#) and single sign on via the work CDMN network. Any log in issues are handled by Technology Services through [Service@MN](#) on (02) 4979 1129 or log a ticket at [ServiceNow](#).

If you need to log in using your own Wi-Fi or 4G / mobile network, please use page 2 of this guide to log in: [mnpeople - How to access mnpeople \(and CDMN online services\) from a personal device - May 2022.url](#)

If you require further assistance or would like to provide feedback about the application experience please contact the HR Talent Partners at Talent@mn.catholic.org.au.