

KICKSTART YOUR CAREER WITH COUNCIL!

School-Based Traineeships – 2026 Intake



Looking for hands-on experience while still at school? A School-Based Traineeship (SBT) with Moree Plains Shire Council is a great way to learn, earn and build your future!

WHY CHOOSE COUNCIL?

An SBT with Council offers a unique opportunity to gain real-world experience while you complete your studies. Here's why students are choosing to start their careers with us:

- ✅ **Diverse Opportunities:** Whether you're interested in Childcare, Information Technology, Administration, Trades or Library Services, there's something for everyone.
- 👛 **Real Experience:** Learn practical, hands-on skills from experienced professionals who are here to support your development.
- 🌱 **Career Growth:** Open doors to full-time employment, further training or study after school.
- 🏠 **Local Impact:** Contribute to your community and take pride in the work you do close to home.
- 💰 **Earn While You Learn:** Get paid as you gain valuable skills and build your resume.

RECRUITMENT PROCESS & TIMEFRAMES

1. Applications Open: Late October - Early November 2025

Submit your resume and application online through Council's website.

2. Shortlisting and Interviews: Mid November 2025

Council will assess all applications and shortlist suitable candidates. Shortlisted candidates are invited to attend a face-to-face interview at Council.

3. Pre-Employment Checks: Late November - Early December 2025

Successful candidates will complete a basic pre-employment medical assessment to ensure they're fit for the role.

4. Letter of Employment Issued: Mid December 2025

Official offer letters are provided to successful students.





5. Onboarding & Start at Council: Term 1, 2026

Begin your traineeship with Council and start building your career!

HOW TO APPLY:

- ✓ **Do your research:** Explore Council's departments to find the roles that interest you most!
- ✓ **Polish your resume:** Keep it concise and professional. Include your skills, interests, school subjects, and any work or volunteer experience. Don't underestimate the value of school projects or hobbies, they can demonstrate teamwork, time management, and problem-solving skills.
- ✓ **Address the application questions:** Provide clear and relevant examples of how you approach your work to highlight your initiative, strong work ethic, and commitment to achieving results.
- ✓ **Double-check before you submit:** Review your spelling, ensure all required documents are included, and submit your application by the closing date.

INTERVIEW TIPS

-  **Dress neatly:** Smart casual works best.
-  **Be friendly & confident:** Greet your interviewers with a smile!
-  **Prepare for questions:**
 - "Tell us about yourself?" → Share your interests and strengths.
 - "Why do you want to work at Council?" → Talk about your passion for learning and the community.
 - "What are your strengths?" → Think teamwork, communication, reliability!
-  **Ask questions!** Show interest by asking about the team, training or daily tasks.

WHO CAN HELP YOU

At School: Talk to your Careers Advisor, SBAT Coordinator (Yasmine Hall) or teachers for guidance on applying and interview prep.

At Council: Reach out to the following staff to learn more about roles.

- **Nathan Bennett:** Recruitment Officer | 02 6757 3438
- **Isabella O'Neile:** Training & Development Officer | 02 6757 3233
- **Laura McKenzie:** Senior People & Culture Officer | 02 6757 3243

FINAL TIPS FOR SUCCESS

Be yourself: We're looking for enthusiastic and reliable young people!

Stay curious: Ask questions and learn from the process.

Follow up: A quick check-in throughout the process leaves a great impression.

READY TO APPLY?

TALK TO YOUR SCHOOL OR REACH OUT TO COUNCIL TODAY! YOUR FUTURE STARTS HERE!