



IMPORTANT THINGS TO KNOW

ONBOARDING AND CONTRACTS

Before summer, our HR team will issue out your contract and important other onboarding documents.

Even once you have received/signed your contract, you are not permitted to start work until you have completed your pre-employment checks. If you have any questions about the progress of your checks, please contact your Talent Coordinator or email

YOUR ONLINE OFFER PACK

When it's time, you'll receive an email letting you know that your online offer pack is ready to access. There will be a link in the email to our candidate portal (Jobtrain) where you'll find your individual onboarding documents, including your contract. This email will arrive from CATS Global Schools. Stafford House forms part of CATS Global Schools.

COMPLETING YOUR ONBOARDING DOCUMENTS

carefully review each document and then electronically complete/sign them. You can log back in at any time to view the documents or download copies for your records.

It's important you sign all of documents in the offer pack as onboarding will only be complete once all are returned.

If you have any queries regarding your contract or the documents themselves once received, please contact SHSHHR@catsglobalschools.com

HELP WITH ACCESSING ONBOARDING DOCUMENTS (VIA JOBTRAIN)

You will have already created a login to our candidate portal (Jobtrain) when you completed your application form. If you have forgotten your details, please select the option to reset your password.

Need some help? Our handy 'how to' video below explains exactly how to login to the portal and access your onboarding documents.

