

WANTED:

POLICE OFFICER *Teacher* **CARPENTER**
Bartender **PLUMBER** *Waiter*
Tram Driver *zoo keeper*
Salesperson

Employment

NEW ARRIVALS SURVIVAL GUIDE



EMPLOYMENT

To legally work in Australia you can be a citizen, have permanent residency or be a non-citizen with an Australian visa that allows you to work. Some visas do not allow non-citizens to work such as visitor's visas, or only allow for limited amount of work such as working holiday and student visas. If you are not sure, check your visas working conditions or go on www.immi.gov.au.

TYPES OF JOBS IN AUSTRALIA

The most common types of jobs available in Australia are:

FULL TIME

In this case you work at least 38 hours per week usually over five days and get full weekly wages. It is an ongoing and continuous kind of employment with benefits such as sick leave, annual leave, holiday pay and notice when you lose your job.

PART TIME

Part time employees tend to work less than 38 hours per week. They generally work for the same set of hours and usually hired on an ongoing basis. They will also have the same benefits as a full time employee.

CASUAL

In casual work your working hours can change from week to week. At some stage there may be no work or a lot of work to do! Many young people work as casual employees at supermarkets/shops. Casual employees generally earn higher rate of pay per hour because they have no paid leave entitlements, but they still get superannuation (see below).

SEASONAL EMPLOYMENT

This is work that is only available during particular times in the year, like fruit picking in the summer, or work at Christmas time.

INTERNATIONAL STUDENTS

International students can work any time as long as it does not conflict with their course schedule. International students can work a maximum of 20 hours per week only. The right to work is included in your visa, if you were granted a student visa on or after 26 April 2008. Check with the Department of Immigration and Border Protection, www.immi.gov.au, if you are unsure.

OTHER IMPORTANT INFORMATION

TAX FILE NUMBER (TFN)

This is a number issued by the Australian Taxation Office (ATO) and it is used to identify your tax records. You must have a tax file number to work in Australia and you will be asked this number when you are given a job. You may also need to give this number to Centrelink or a bank. It is illegal to work without paying tax.

HOW TO GET A TFN

To apply for a TFN you need to fill in a form available for free at post offices or you can apply online at www.ato.gov.au. If you need help in applying for a TFN you can contact your teacher or youth worker, or call the ATO on 13 28 61.

USE OF TFN IN TAX RETURNS

Every year you need to lodge a tax return if you have received any money from Centrelink or work. You must lodge your tax return between 1 July and 31 October.

AUSTRALIAN BUSINESS NUMBER (ABN)

The ABN is a unique 11-digit number issued by the tax department. Some jobs in Australia require you to have an ABN (for contract jobs as taxi drivers and cleaners). If you have a job like this you need to deduct your own tax from your pay, and organise your own superannuation and insurance. With jobs like this, the person paying you to do the work does not do these things and you do not have benefits like sick leave, annual leave, worker's compensation, public liability and superannuation. You must do all the paperwork related to your job.

SUPERANNUATION

If you are a fulltime, part time or casual worker you are entitled to superannuation, which is sometimes called 'Super'. This is an amount of money that your employer has to pay into your superannuation account in addition to your wages. You will get this money at retirement or under special circumstances. For more information, please go to www.ato.gov.au and follow the superannuation link.

LOOKING FOR WORK IN VICTORIA

There are many different ways to look for work such as:

- ◆ Networking: asking friends who are already working and visiting workplaces to find a job can be useful.
- ◆ Looking at job websites and newspapers is also a good way to find work. Local libraries can provide you with free internet access where you can look at job sites such as: www.seek.com.au, www.mycareer.com.au, www.jobsearch.gov.au.

Preparing a resume and cover letter is very important as most employers ask for it when you apply for a job. A resume is a summary of your skills, work experience and contact details. A cover letter is an introductory letter, which tells the employer that you are interested in the job. Check out the sample resumes and cover letters page at www.youthcentral.vic.gov.au/Jobs+&+Careers.

WHO CAN HELP?

JOBS SERVICES AUSTRALIA

Job Services Australia providers are organizations that support and assist people in looking for work. If you don't have the skills to look for work, they will provide you with training that will assist you in finding a job in Australia.

To find the Jobs Services Australia provider in your area, go to your local Centrelink office and they can help you with your questions.

YOUTH SERVICES:

There are some youth services that can help you look for work. Ask your youth worker about the ones in the local area.

THE COMMUNITY:

Your friends, family, neighbours, teachers and other people who you know are important people to talk to about job opportunities. Sometimes, they are the ones who can give you the best information on how and where to get a job.

Don't be shy, just go out there and ask about job opportunities.

CAREER COUNSELLOR:

If you are a student at high school, TAFE or University and you are not sure what sort of job or career you want to have after your study, you can get advice from a Career Counsellor provided at your place of study.

Ask your teachers about seeing a Career Counsellor and they may be able to direct you to one. Career counsellors will assist you in creating a career plan which identifies your capabilities and interests to find the most suitable job for you.

To find out about the different types of jobs in Australia and a career based on subjects you are interested in, go to www.jobguide.thegoodguides.com.au. The website tells you about the types of jobs related to different subjects and will give you many examples of jobs with different levels of qualifications needed.

YOUR RIGHTS AT WORK

All employees have equal rights at work and the right to feel safe in their workplace. In Victoria, under the *Equal Opportunity Act 1995*, it is against the law to discriminate against someone because of their: race, colour, sex, sexual preference, age, disability, impairment, marital status, pregnancy and religion.

The following things should never happen at a workplace:

- * Bullying
- * Discrimination
- * Physical harassment
- * Sexual harassment

To know more about your rights at work you can visit the Job watch website at www.jobwatch.org.au or call 9662 1933 (Melbourne) or 1800 331 617 (Regional Victoria).

HEALTH AND SAFETY

Health and safety in the workplace is about preventing work related injury and disease. For inquiries about workplace health and safety contact WorkSafe Victoria at 9641 1444 or 1800 136 089 (toll free) or visit www.worksafe.vic.gov.au.