



Employment



Having a job will help you build a strong future in Australia.



When you arrive you might not be able to find work straight away.



It might take a while to find a job.

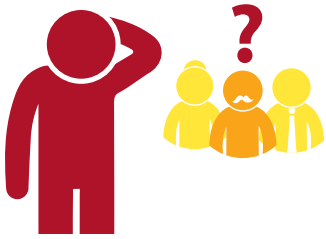


You might face some challenges:

- you do not have any experience working in Australia



- you cannot speak English very well



- you do not know anyone who can help you find work



- the skills you have are not right for the jobs in Australia



- the qualifications you have are not recognised in Australia



Settling in your new home can be:

- stressful
- challenging



Remember – it takes time.



The first steps you need to take are:

- learning English



- taking the first job you are offered



The Department of Human Services has support services you can use:

- payments to help people who do not work or have jobs



- help to find work



- help to find training



The Australian Government does not want people to rely on payments.



They want people to:

- develop their work skills
- look for jobs



You can find more information on the Department of Human Services website.

www.humanservices.gov.au

Australian work ethic



Having a job in Australia means more than just making money.



Australian people believe work is an important part of their identity – who they are.



Having a good work ethic is important when you have a job.



A good work ethic means you:

- take your job seriously
- do your job well
- feel good because you have done your best



You might need to take a job at a lower level than you normally work.

It is not bad or wrong.



It can:

- earn you money to help take care of your family



- lead to a better job



In Australia both men and women work.

They are treated the same in the workplace.

Paying taxes



You might earn money through:

- your job



- a business you own



- the Goods and Services Tax (GST)



- interest from money you have in your bank account



The Australian Government takes some of the money you earn. It is called tax.



They spend the tax on services such as:

- welfare – support for people who need it



- payments for people who do not have jobs



- roads



- health



You need a Tax File Number (TFN) from the Australian Taxation Office (ATO) if you are going to:



- earn money from a job



- get payments from the Government



You can find more information about taxes on the ATO website.

www.ato.gov.au

Finding a job



Finding a job is something you need to do yourself.



It is one of the most important things you need to do when you arrive in Australia.



You can get help to find a job.



You need to put a lot of effort into:

- looking for a job
- getting a job
- keeping your job



There are different ways you can find a job:

- ask your friends and family if they know about any jobs



- listen to the advice Centrelink gives you and do what they say

- register with
 - jobactive

www.employment.gov.au/jobactive

or

- Disability Employment Services

www.dss.gov.au/our-responsibilities/disability-and-cares/programmes-services/disability-employment-services



- use the Australian Government's JobSearch site
- www.jobsearch.gov.au



- look at
 - newspapers



- community notice boards



- job sites on the internet



- telephone books



- get help from an employment agency



- volunteer – do unpaid work that helps the community



Volunteering can help you:

- develop skills



- get work experience



- meet people who could help you find paid work



- stay busy



- show people you can work hard



- learn about working in Australia



You can find more information about being a volunteer on the Volunteering Australia website.

www.volunteeringaustralia.org

Overseas qualifications

Translating your qualifications into English



It is important to:

- have your qualifications and other work documents translated into English



- find out if your qualifications are recognised in Australia



It will make it easier for people who might give you a job to know what you can do.

You can apply online to get your documents translated by going to <https://translating.dss.gov.au>



Your documents will be translated into English then posted to you.



It will not cost you any money.

Having your qualifications recognised



Having your qualifications recognised will give you a better chance of finding work doing the job you normally do.



Some jobs will let you do courses so you can change your qualification to meet Australian standards.

These are called bridging courses.



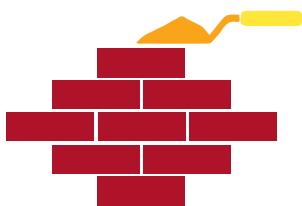
You can find more information about having your qualifications recognised on the Department of Education and Training's website.

www.internationaleducation.gov.au

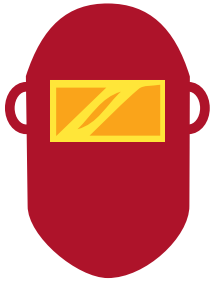


Trades Recognition Australia (TRA) can help you if you work in one of these industries:

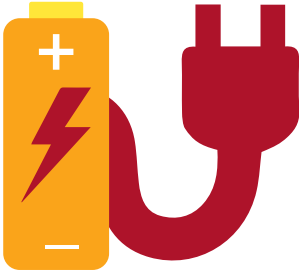
- engineering



- construction



- metalwork



- electrical



- catering



They can give you a certificate that is recognised in Australia.



You can find more information on the TRA website.

www.tradesrecognitionaustralia.gov.au/

Getting the job

Resumes



Your resume is a document about:

- you and who you are
- what qualifications you have
- your experience – what work you have done before

You will be asked for your resume when you apply for jobs.



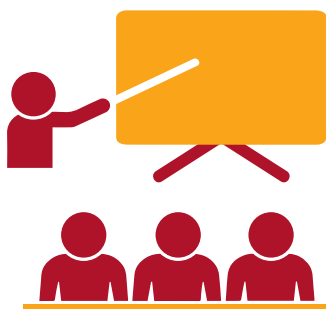
Your resume should be:

- typed on a computer
- checked for any spelling mistakes



If you do not have work experience you can put other things in your resume to show you would be good for the job:

- volunteer work



- training courses or study



- life experiences you have had



Services like jobactive can help you with your resume.

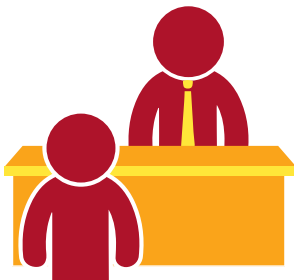
You can find more information about jobactive on the Department of Employment's website.

www.employment.gov.au/jobactive

Going to an interview



In Australia, there can be a lot of people trying to get the same job.



Before you get a job, you might be asked to go to an interview.



An interview is when you meet the people you might work for and talk to them about the job.



You will need to talk about:

- your education



- your skills



- your work experience



- why you would be a good person for the job



In some cultures it is not polite to talk about yourself.



In Australia you will need to talk about yourself so you can get a job.



On your journey to Australia you have shown:

- resilience – you can be strong when things are not easy
- determination – you work hard to reach your goals



These are good qualities.

People who might give you a job know this too.

When you have a job



Having a good work ethic will help you keep your job.



There are some things you should remember when you have a job:

- be on time – never be late
- if you cannot be on time, tell the people you work for as soon as you can

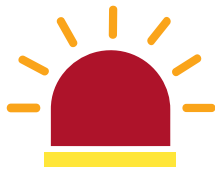


Stay busy while you are at work.

Take breaks when you are supposed to.



Small personal problems are not good reasons for missing work.



Only miss work if you:

- are sick
- have an emergency



Ask questions if you do not understand what you need to do.

Ask:

- your boss
- another worker



Watch others so you can learn.



Ask if you can:

- try new tasks
- have new responsibilities – things you need to do



Build good relationships with people at work.

Try not to spend too much time talking when you should be working.

Treat others with respect – how you want to be treated.

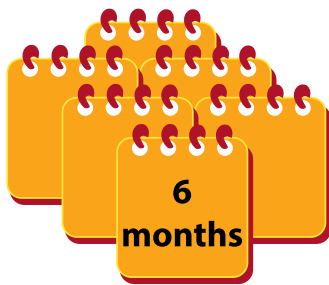


You will be working with people who have different:

- cultures
- religions
- points of view – how they see the world



Men and women are treated the same in the workplace.



Build a good work record – stay at the same job for at least 6 months if you can.

Give the people you work for lots of warning if you plan to leave your job.



Treat them with:

- respect
- courtesy – good manners

They will be your referees for your next job and tell other people what type of worker you are.



Tell Centrelink if you get a job. It is the law.

Paid work can affect any payments you get.

