



Employment

Having a job will help you build a stable future in Australia and men and women are generally expected to work. After arriving in Australia, you may not be able to find work immediately. You may need to learn or improve your English, and study before you can find a job. Some challenges you may face include:

- No work experience in Australia
- Unable to speak English well
- Lack of or low computer skills
- Lack of social networks to assist with finding a job
- Not knowing where to look for a job or how to apply for a job
- The skills you have may not be what Australia needs
- Your professional qualifications might not be recognised in Australia.

This can be a stressful time but is part of the process of settling into your new home. There are free services that can help you overcome these challenges. **Remember:** it takes time.

You will need to learn English to get a job. It is best to accept the first job you are offered so you can start to build your skills in an Australian workplace.

The Department of Human Services provides income support for unemployed people and services to help people find work or training. The Government encourages people to look for work and develop work skills so they do not become dependent on income support. If you receive income support for unemployment, you are generally required to look for work or attend education or training.

For more information, go to www.humanservices.gov.au

Australian work ethic

In Australia, 'working' means more than just making money. For most Australians, having and maintaining a job is an important part of their personal identity. It is not considered bad or wrong to take a job below your level of qualifications: it gives you work experience in Australia and may lead to another job or helpful contacts and provides an income for your family. Both men and women work in Australia and are treated as equals in the workplace. Having a 'good work ethic' is important when you have a job. That means you take your work seriously, do it well and feel pleased that you have done your best.



Taxation

Taxes are collected by the Australian Government and are used to provide services for the community, such as schools, health services, roads and welfare. Taxes are paid on income earned, such as a salary from a job, business earnings, the Goods and Services Tax (GST) and bank account interest. Everyone receiving income or financial support from the Government must apply for a Tax File Number (TFN) from the Australian Taxation Office (ATO). For more information on taxation, go to www.ato.gov.au

Finding a job

Finding a job is your responsibility. This is one of the most important steps after you arrive in Australia. You can receive help on how to find a job, but you will play a central role in looking for, gaining and keeping a job. Computer skills are important both in finding a job and in employment.

Common ways to find a job are:

- asking friends and family if they know of any jobs (networking)
- following the advice of Centrelink
- registering with jobactive or Disability Employment Services. For more information, go to:
 - www.jobs.gov.au/jobactive
 - www.dss.gov.au/our-responsibilities/disability-and-carers/programmes-services/disability-employment-services
- using the Australian Government's free JobSearch site. For more information, go to www.jobsearch.gov.au
- using the newspaper, community bulletin boards, the internet, and phone book
- using commercial employment agencies
- checking trade and professional magazines
- volunteering – working as a volunteer means working for no pay for organisations that help people in need. It can help you develop skills and gain local work experience. You keep yourself busy, show people that you can work hard and learn about Australian work culture. Other volunteers also make excellent referees that can help you to get a paid job. For more information, go to www.volunteeringaustralia.org

Alternatively, you may want to establish your own business. The Australian Government provides information and assistance. For more information, go to www.business.gov.au

Overseas qualifications

Translation of qualifications

It is important to have qualifications translated into English, and to find out whether those qualifications are recognised in Australia. You can have your qualification certificates translated free of charge by submitting them online at www.translating.dss.gov.au

Recognition of qualifications

Having qualifications officially recognised will improve your opportunity to work in your qualified profession. The Department of Education and Training provides information on how to have post-secondary overseas academic qualifications recognised in Australia. Some trades or professions offer 'bridging' courses to convert overseas qualifications to Australian standards.

For more information, go to www.internationaleducation.gov.au

If you have qualifications in the engineering, construction, metalwork, electrical or catering industries, Trades Recognition Australia (TRA) can provide an Australian recognised trade certificate (this is not a licence). For more information, go to www.tradesrecognitionaustralia.gov.au/Pages/default.aspx



Getting the job

Interviews

Before you get a job, you may be asked by the employer to attend a job interview. There may be a lot of people competing for the same job. During the interview you will need to explain your work experience and education. In some cultures, it is not polite for people to talk about themselves. However, in Australia, you need to describe your experience, skills, and qualities to your employer to increase your chance of getting a job. Otherwise, the employer does not know what skills and experience you have to offer. You have displayed a lot of resilience and determination on your journey to Australia. These are positive qualities that an employer will appreciate.

Résumés

Résumés are often requested when applying for a job. These inform the employer of your previous work experience, qualifications, and background. Résumés should be typed on a computer and checked carefully for spelling errors. You may need to tailor your résumé to specific jobs. If you have no previous work experience you should say what voluntary work or training courses you have undertaken, or how your life experience prepares you for the job. Services like jobactive can help you prepare your résumé. For more information, go to www.jobs.gov.au/jobactive

Once you have a job

Having a strong **work ethic** will help you keep your job. Here are some tips:

- Be on time; never be late. If you have a problem and cannot arrive on time, make sure you phone and advise your supervisor as quickly as possible
- Be productive; stay busy throughout work hours. Take breaks during scheduled break times
- Minor personal problems are no excuse for missing work. Miss work only if you are genuinely sick or have an emergency
- Ask questions if you do not understand a job or task. Ask another worker or your boss
- Be observant, learn by watching others
- Do not be too passive. Take initiative and learn new tasks or ask if you can take on new responsibilities
- Build good relationships with other workers, but take care not to spend too much time socialising during work hours
- Treat others with respect. You will be working with people from other cultures, religions and viewpoints. Remember that in the workplace, men and women are treated equally
- Build a solid work record, stay at the same job for at least six months if possible
- Always give your employer as much notice as possible before leaving a job. They will be your referees for your next job so you must treat them with respect and courtesy
- By law, you must tell Centrelink so they can adjust your income support payments.



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