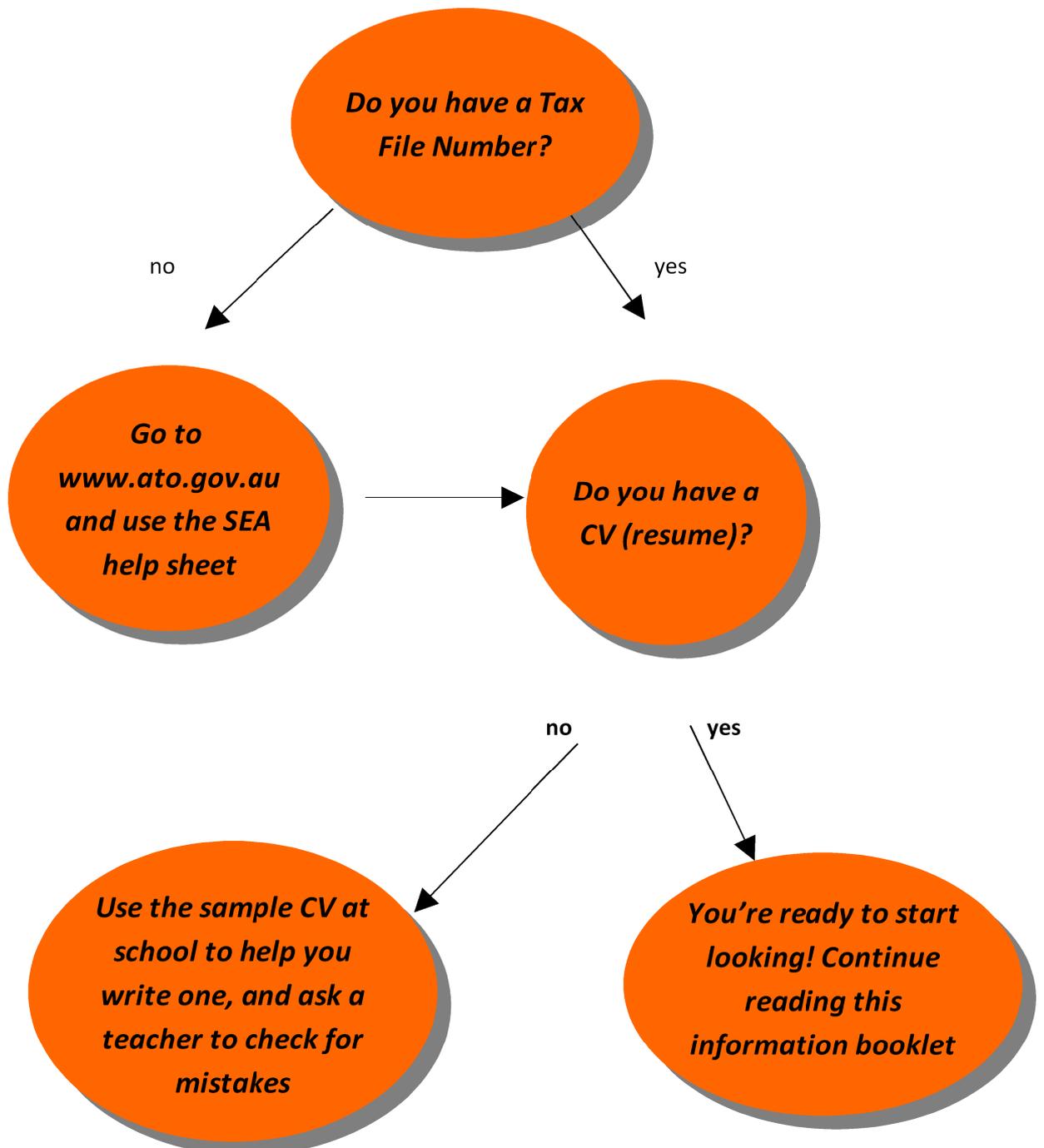




WORK PLUS



Follow these steps to find a job:



WorkPlus- Your Guide to Finding a Job

In this WorkPlus guide, you will find all the information you need to start looking for your first job.

THE TEACHERS AND STAFF AT SEA WILL HELP YOU:

- Apply for a Tax File Number
- Open a Bank Account
- Prepare your CV (resume) in English
- Give you tips on how to apply for jobs
- Provide information about tax and superannuation

After reading all the information in this guide, if you have any questions or would like more details, just ask any member of SEA any time. We're here to help you!



What jobs can I get?

Generally, you do not need any special qualifications to find a casual or part-time job in Australia. Most students are able to find non-skilled work quite easily. The most popular and widely available jobs are:

- Waiter/Waitress
- Cook/Chef
- Kitchen Hand- help preparing food and washing dishes in the kitchen
- Nanny/Babysitter- looking after children
- Receptionist
- Shop Assistant
- Cleaner
- Farm work (not while you study)

How do I start looking for jobs?

1. Manly Daily

It's a free newspaper that will have job listings for Manly and the surrounding areas. There are more job listings on Saturdays. You will usually need to call if you are interested (see the telephoning section for help and tips).

Here are some abbreviations in job advertisements and what they mean:

- F/T- Full time (about 40 hours per week)
- P/T- Part time (about 20 hours per week)
- Casual- the hours can change
- Exp. Req.- Experience required
- Min.- Minimum
- Pref.- Preferred
- Pw- Per Week
- Pls.- Please
- Ph.- Phone
- 40K- \$40,000
- \$18ph- \$18 per hour
- Exc.- Excellent
- Super- Superannuation
- Benefits- Holiday pay, sick pay
- ASAP- As soon as possible
- RSA- Responsible Service of Alcohol. You need this certificate to work in a bar. It's a 4 hour course and it costs about \$80. See the Jobs Board at school for more information or ask the SEA staff.

2. Internet

Here are some useful websites to help you find a job. Most of them also have useful tips:

www.manlydaily.com.au

www.CareerOne.com.au

www.jobsjobsjobs.com.au

www.jobsearch.gov.au

www.jobmap.com.au

www.taw.com.au

www.mycareer.com.au

www.seek.com.au

www.YellowPages.com.au/Jobs

www.positionsvacant.com.au

3. Ask your classmates

There's a good chance that the people your classmates are working for need more workers.

4. Walk around!

One of the best ways to get a job is to print out many copies of your CV and walk around Manly, Dee Why Shops, or Warringah Mall when you have some free time and give your CV to the manager, or if he/she is not there on the day, ask someone who works there to pass it on to the him/her. Make sure your phone number on the CV is correct so that they can contact you if they are interested. This is sometimes the most successful way to get a job. Remember to wear smart clothes when you do this to make a good first impression. If you don't get any responses after 4 or 5 days, go back again with your CV. Employers are busy, and sometimes they may lose your CV or forget.

Have a look at the CV section of the Job Wall at school for an example CV.

Telephoning

If you find a job advertisement online or in the newspaper, you will usually need to call to ask for some information and arrange a time to meet and have an interview. Here are some expressions for the phone:

What to say first

“Hello, my name is (**your name**). I’m calling about the job advertisement I saw in (**name of website or newspaper**) and I’d like to apply for this position.”

Arranging an interview

“Is it possible to arrange a time to meet and have an interview for the job?”

Saying goodbye

“Thank you very much for your time. See you at (**time**) on (**day**).”

Don't make calls before 8.00am or after 9pm. It's normally unacceptable. Try to speak clearly, especially when leaving your phone number.

The Interview

- **Wear smart clothes**

If you dress seriously people will treat you seriously.

- **Be on time**

This is the most important tip!! If you are late to an interview you will not get the job. Try to get there early to be sure. If you think you will be late, phone and tell them as soon as you can.

- **Smile and Relax**

You are much more likely to get the job if you get on with the interviewer. If the interviewer speaks too quickly or you don't understand, don't be afraid to say, "Sorry, could you repeat that please?" Ask the supervised study teacher at school to help you practice for the interview.

- **Some questions they might ask you**

Do you have any experience working in a shop/café/restaurant...?

How long will you stay in Australia?

When will you be available to work?

When will you be able to start?

What visa do you have?

- **Some questions you should ask**

Will I have some training to do this job? Will I get paid for the training?

What are the hours? Are the hours flexible or regular?

What do I have to wear?

What is the rate of pay?

Frequently Asked Questions

What should I expect to get paid?

If you get a casual job, the average rate of pay is from \$12 to \$18 (depending on your experience and the day of the week- weekends have a higher rate).

How long will it take me to find a job?

It might take about 3 weeks of serious searching to find a job, depending on what type of work you're looking for. You should try to apply for as many jobs as you can until you get a response.

Do I need a high level of English to get a job?

Generally, a pre-intermediate level of English is enough to get most types of casual work. Of course the better your English the easier it will be to find work.

What do Australian employers like?

Hard workers

Good manners

Punctuality

How many hours a week can I work?

Students on a *Student Visa* can work up to 20 hours per week. Students on a *Working Holiday Visa* can work full time. You can only work for the same employer for a maximum of 6 months.

What do I need to know about tax?

After you have worked and received income in Australia you are required by law to file a tax return. Tax gets taken out from earnings of all employed and self-employed workers in Australia. You can usually get back some, or all of what you have paid, depending on your circumstances.

If you earn more than AUD\$450 a month in Australia, your employer will be contributing to a [superannuation fund](#) on your behalf, even if you're on a temporary visa. Once you leave the country permanently, you should try to get some of that money back too. Try this website for more information and help: www.taxbackaustralia.com

LEGAL RIGHTS

Working in NSW - Know Your Legal Rights

A guide from the NSW Office of Industrial Relations (OIR)

This brochure is also available in languages other than [English](#) 🗣️ (in Adobe PDF Format), including [Arabic](#), [Chinese](#), [Korean](#), [Spanish](#), [Turkish](#) and [Vietnamese](#).

Go to:

www.industrialrelations.nsw.gov.au and click on *Rights and Responsibilities*, then *Working in NSW* and choose the language you want.

Starting work on trial

Most job offers are made after an interview.

When offered a job, you may be asked to work for a trial or probation period to see if you can do the job. Your employer must tell you how long the probation or trial period will be (maximum three months) and you must be paid for any work you do.

If you are asked to do work experience for no pay it must be through a registered educational training organisation like a school, TAFE or university.

Get the job offer in writing

When you are offered a job, it is a good idea to ask your employer to explain in writing the conditions you will be working under and what you will be expected to do.

The letter should include:

- the name of your employer
- what the job involves and a list of your duties
- how much you will be paid each hour, week or fortnight
- your hours of work

- whether you are casual, full-time or part-time
- your employment conditions
- the employment arrangements you will be working under, such as an award or agreement.

Before you agree to the job offer

You may be employed under an award, individual agreement or a collective agreement.

If you are asked to sign a document agreeing to working conditions, you should first read it very carefully.

Do not feel pressured to sign it straight away, especially if it doesn't suit you.

Ask your employer for time to consider the document. The time allowed may differ depending on the type of agreement. For example, if you are offered an individual agreement, you will have seven days to sign the agreement.

Feel free to take the agreement home and get other people you trust to read it over with you. You may want to seek legal advice before you make your decision.

If you are unsure about the conditions of the agreement you have been asked to sign contact the OIR's Fair Go Advisory Service.

Your agreement

The type of agreement you are offered will depend on whether your employer is incorporated (a company) or not incorporated (a sole trader or a partnership).

The employer is incorporated if "Pty Ltd" is part of their company name. If they are incorporated then you may be working

under the conditions of an individual agreement. For more information contact the federal government's Workplace Ombudsman.

If the employer is not incorporated then, in most cases, you will be working under the conditions of a NSW State award or enterprise agreement. For more information contact the NSW Office of Industrial Relations.

Your pay

Your employer must pay you at least the minimum rate set out in your award or agreement. This rate will depend on the type of work you do and the times you work. You may be paid more than the minimum rate.

Under NSW State awards, you may also be paid allowances for doing certain tasks, overtime pay for working outside your regular hours or penalty rates for working nights, weekends or public holidays.

Individual agreements and other agreements may not include these allowances or extra pay.

Your employer must pay you regularly and, if you demand, pay you at least once a fortnight.

Your employer cannot deduct any money from your pay unless you have agreed to it in writing or it is required under the law. No deductions can be made from your annual holiday pay.

You must be paid in cash, by cheque or have the money deposited into your bank account.

Your employer must give you a payslip when you receive your pay which explains what you are being paid.

Your rights under NSW State awards

If you are employed under a NSW State award, it will set out your minimum entitlements.

These will usually include:

- sick leave
- the minimum wage
- an average 38 hour week
- meal and rest breaks
- overtime rates
- weekend, shift, and other penalty rates
- public holidays
- uniform, vehicle, travel and other allowances
- bonuses
- four weeks paid annual leave and annual leave loading (full-time and part-time employees only)
- pay increases.

Part-time workers receive these conditions on a proportional or pro-rata basis.

Other entitlements include:

- twelve months of unpaid parental leave, with the right to request up to two years, if you have a baby or adopt a child
- two months of long service leave after 10 years of service.

Your award must be displayed in your workplace so you can check your pay rate and conditions.

Casual workers

Casual workers receive an additional payment, called a loading, to compensate for not receiving paid leave such as sick leave and other leave, no notice period for termination and no guarantee of employment. Some casual employees are

entitled to an additional one twelfth of their hourly rate for holiday pay in addition to their wages.

Eligible casual workers employed under many NSW State awards have the right to seek permanent employment with their employer after six months continuous service.

Your rights under an individual agreement

If your employer is incorporated your agreement must contain at least the following minimum conditions:

- 38 ordinary hours and reasonable additional hours
- a minimum hourly rate
- four weeks of annual leave (two weeks can be cashed out)
- ten days personal/carer's leave
- 52 weeks of unpaid parental leave
- 20% casual loading if you are a casual.

You may have to negotiate other conditions with your employer.

If you are under 18, parental or guardian consent is required for the agreement to be legal.

Any agreement is voluntary. Don't sign it if you don't want to! Make sure you are not agreeing to unfair working conditions and pay. If you are unsure call the Fair Go Advisory Service.

Your responsibilities as an employee

You must obey any lawful and reasonable instructions given by your employer and work with them to maintain a safe and healthy workplace.

Ending your employment

Your employment can be terminated by either you or your employer giving the appropriate notice, preferably in writing. Check your award or agreement for notice periods.

An employer may dismiss you on the following grounds:

- your fixed-term employment contract has reached its set termination date
- poor or unsatisfactory work performance
- medical grounds, if you can no longer perform your duties (but not within six months of a workplace injury occurring)
- gross or wilful misconduct, which can result in being dismissed without notice.

You can also be dismissed if there is a downturn in the business or the business has restructured and your job no longer exists. This is referred to as a redundancy. Check the relevant award for any additional payments that may apply.

Useful contacts

NSW Office of Industrial Relations
State award wages and work conditions
Phone: 131 628

Workplace Ombudsman
<http://www.wo.gov.au/asp/index.asp>