

**We are
here!**



Follow these steps to find a job:

Do you have a
Tax File Number?

NO

YES

Go to
www.ato.gov.au
and use the SEA
help sheet

Do you have
A CV (resume)?

NO

YES

Use the sample CV
at school to help you
write one, and ask a
teacher to check for
mistakes

You're ready to start
looking! Continue
reading this
information booklet

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 your 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 a job?

1. Manly Daily

It's a free newspaper that you will have job listings for Manly and the surrounding areas. There are more job listings on Saturday. 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. See the Jobs Board at school for more information or ask the SEA staff.

How do I start looking for a job?(cont...)

2. Internet

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

- www.taw.com.au
- www.CareerOne.com.au
- www.jobsearch.gov.au
- www.mycareer.com.au
- www.seek.com.au
- 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 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.

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 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

1. Wear smart clothes

If you dress seriously people will treat you seriously.

2. 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.

3. 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.

4. Some questions they might ask you

- Do you have any experience working in a shop/cafe/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?

5. 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

1. What should I expect to get paid?

If you get a casual job, the average rate of pay is from \$14 to \$25 (depending on your experience and the day of the week- weekends have a higher rate).

2. 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.

3. 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.

4. What do Australian employers like?

- Hard workers
- Good manners
- Punctuality

5. 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 work for the same employer for a maximum of 6 months.

6. 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.