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FINDING A JOB

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Depending on the type of visa you have you may already have a job organised before you emigrate to Australia.

If you do not already have a job lined up before you go, try to do as much research as possible about finding employment. You will get information in this chapter on how to look for a job as well as some useful tips on getting your qualifications accessed, what documents you should bring, a sample résumé and useful tips for interviews.

Looking for work

The daily newspapers advertise 'Job vacancies' or 'Positions vacant', especially on Saturdays. There are also private employment agencies, which are listed in the Yellow Pages telephone directory and internet employment boards.

As an Australian resident you can register with Centrelink for help in finding a job. Once you are registered you can be referred to Job Network which consists of private, community and government organisations to help people find employment.

Job network services

There are a number of employment services available under the Job Network. These include:

- Job Search Support Services - Available to eligible job seekers immediately upon registration with Centrelink or a Job Network member, it aims to help job seekers find work as quickly as possible
- Intensive Support Services - Provides further assistance to eligible job seekers including training to develop interview skills, and to be able to present themselves well to potential employers
- Intensive Support - Job Search Training - Includes providing individually tailored help to eligible job seekers, including improving their Job Search skills and expanding Job Search Networks (activities include assistance with résumés and job application skills)
- Intensive Support - customised assistance - Provides more one-on-one help to eligible job seekers, and includes addressing a job seeker's barriers to employment and tailoring the job seeker's efforts in looking for work

- The New Enterprise Incentive Scheme (NEIS) - Helps unemployed people start and run their own business. Participants may be able to get NEIS assistance which provides small business training, income support and advice during the first year of business
- The Assessment Fee Subsidy for Overseas Trained Australian Residents - Assists with the cost of examinations and assessments.

What documents should I bring with me?

Make sure you have all the documents you might need, including the following:

- Educational diplomas, degrees and certificates
- Trade or professional certifications, qualifications
- Letters of recommendation
- Birth certificate or passport
- A copy of your résumé on disk as well as paper copies
- Driver's licence and
- Proof of your residency.

Will my Irish qualifications be recognised in Australia?

If you completed your education outside of Australia you may need to have your qualifications evaluated in order to have them understood and recognised by educational institutions and employers in Australia.

When should I have my qualifications evaluated?

You should have your credentials evaluated as early as possible after you arrive in Australia so that you can make the most out of the evaluation:

- If you plan to study in Australia having your Irish qualification evaluated will show you how your educational qualifications are viewed in Australia
- If you are seeking employment, the evaluation will help you identify positions for which you have the required educational background.

How do I get my qualifications accessed?

Australian Qualifications Framework (AQF)

The Australian Qualifications Framework (AQF) is a unified system of national qualifications in schools, vocational education and training (TAFE's and private providers) and the higher education sector (mainly universities). See www.aqf.edu.au

Overseas Qualifications Units

The Overseas Qualifications Units have been established in most Australian states and territories to help migrants to obtain recognition of their overseas gained skills and qualifications. They provide:

- Statements of educational equivalence for qualifications obtained overseas
- Information on where and how to obtain specific occupational assessments and which occupations have licensing and/or regulatory requirements
- Information about further training, including: English language training, bridging training and orientation programs.

To find the contact details for the Overseas Qualification Unit in your state or territory please see **Chapter 15 - Useful Contacts**.

The following websites may also have useful information to help you starting work in your occupation in Australia:

<http://aei.dest.gov.au/aei/publicationsandresearch/default.htm> -

Provides information for anyone involved in assessing professional qualifications for the purposes of migration under the General Skilled Migration (GSM) programme.

www.myfuture.edu.au - Provides information on careers, employment, education and training and funding.

<http://jobguide.dest.gov.au> - Provides detailed descriptions of a wide range of jobs including information on specific tasks and skills, education and training requirements for each job.

www.ntis.gov.au - Includes information on accredited training courses, competency standards and registered training organisations.

www.aqf.edu.au/rpl.htm - Has information on recognition of prior learning.

What do I need to know to help me write my Résumé?

Prepare a résumé (similar to Curriculum Vitae). A résumé is a description of your experience and qualifications and other information about yourself. Most employers will ask for a copy of your résumé when you apply for a job.

Opposite is an example of a résumé. For more information on résumés please see the website www.workbloom.com

Nora Bloggs

CURRICULUM VITAE

CONTACT DETAILS

<i>Address</i>	Flat 123 All Peter's House All Saints Road London W11
<i>Telephone</i>	00 44 123 456 789 12345
<i>Mobile</i>	00 44 797 123 45678
<i>Email</i>	norabloggs@gmail.com

EDUCATION

September 1988 – June 1994	
St Mary's Secondary School, Whitehall, Dublin 9	
Leaving Certificate; September 1994 – June 1995	
St Leman's Vocational School School, Dublin	
Secretarial Course	
<i>Computers</i>	ECDL, Lotus
Other Skills	
<i>Languages</i>	Knowledge of French

WORK EXPERIENCE

May 1999 – January 2007	
<i>Company</i>	JJ Thompson, Dublin
<i>Position</i>	Accounts Payable Department
<i>Duties include</i>	<ul style="list-style-type: none">– Handling all customer queries by phone and email– Reconciling all invoices and issue cheques

**WORK EXPERIENCE
(CONTINUED)**

- Record all journal entries, reconciling all discrepancies
- Preparing end of month accounts
- General office duties including reception duties

May 1997 – May 1999

Company Spar Supermarket, Loughlinstown, Dublin

Position Dealing with customer requirements on a daily basis

Duties include

- Dealing with customers requirements on a daily basis
- Reconciling tills and end of shift
- Maintaining stock levels
- Preparing food following Health and Safety practices

OTHER SKILLS

Highly proficient in Microsoft Office software (Word, Excel, Powerpoint & Outlook Express)

INTERESTS & HOBBIES

Swimming, Walking, Reading, Cinema

REFERENCES

Available upon request

What tips are there regarding job interviews?

Once you have applied for a job, you may be asked to go to a job interview. A job interview is a meeting with an employer to see if you have the experience and qualifications needed for the job. Here are some tips for job interviews:

- Be early, **never** late
- Dress well and be well-groomed
- Be ready to show your education and training certificates
- Never leave your original documents behind at an interview. Don't post original documents either. Photocopies will be accepted
- Talk about your qualifications, experience and willingness to work
- Show that you know about the company or organisation and what it does
- Find out what will be expected of you, and when you will know the outcome of the interview
- Don't smoke, as most workplaces do not allow smoking
- Avoid talking about your family unless you are asked
- Thank the interviewer when you leave.

What is a Tax File Number (TFN)?

A Tax File Number (TFN), similar to an Irish PPS number is issued by the Australian Tax Office. You will need to provide to a TFN to your employer when you start working in Australia.

If you do not have a TFN you will end up paying more tax than you should when you start working. It is important to get your TFN as soon as possible after you arrive in Australia; however you will have 28 days from the date you start working, to give your TFN to your employer before tax will be deducted at the maximum rate.

It is also very important to have a TFN in case you need to access any government benefits you may be entitled to receive. If you do not have a TFN you will not be able to receive any benefits.

Only 1 Tax File Number is issued to you, your TFN remains the same even if you change jobs or if you move address.

How do I apply for a TFN?

You can register for a TFN on the Internet website www.ato.gov.au, which is very convenient as you can apply 24 hours a day 7 days a weeks and you will not need to provide any documents.

Application forms are also available from www.centrelink.gov.au the Australian Taxation Office (ATO) www.ato.gov.au

You can also apply in person. You will find the contact details for your nearest office in the White Pages telephone directory. For more information please see the website www.whitepages.com.au

You can also phone the tax office between 8am and 6pm, Monday to Friday on 13 28 61 to make an appointment.

What documents do I need?

If you are attending the office in person you will need to provide original documents proving your identity. You should bring:

- Your passport
- An original birth certificate (long form)
- Proof of where you are staying
- Proof of your immigration status in Australia.