Working in Adelaide

Employment Service
Adelaide University Union

auu.org.au
What does the Employment Service do?

• Employment services is part of the Adelaide University Union
• We advertise casual positions on the Jobs Board
• Review resumes and cover letters
• Give job interview tips
• Offer advice on pay rates and employment conditions
• Offer training to help you get a job
• Run a volunteering program

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Study and Employment

• In first semester we strongly encourage you **NOT** to look for work
• It is best for you to spend first semester concentrating on your studies and determining your work load before you look for casual work.
• If you fail a course, it will probably cost you more than you can earn in a semester to repeat the course
If you do decide to look for work...

- Look on the AUU website for casual vacancies
- Visit career websites such as seek.com.au
- Buy the Saturday Advertiser
- Make an appointment with Employment Services to go through your resume and interview tips
- Be aware of your visa limitations, usually 40 hours per 2 weeks, if you are not sure go to the International Student Centre
- Be realistic about the types of work you can do – some jobs require very good English or local work experience.
Volunteering

• Volunteering is a great way to increase your skills and experience, improve your English and gain local experience

• Volunteering counts towards your limit of 40 hours per fortnight of work

• Sign up to the AUU Volunteers service and be linked to volunteering opportunities both on campus and within the community

www.auu.org.au/volunteer

auu.org.au
What you need to apply for a job

• A resume
  – Also called curriculum vitae, work history or CV
  – A resume is a summary of your skills, education & work experience.

• A cover letter
  – A short & specific letter that explains why you are suitable for the role.

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Top tips for your resume

1. Keep your resume brief – 1 or 2 pages
2. List your education & work history in reverse chronological order (most recent things first)
3. Tailor your resume to each position
4. Don’t go into detail about your academic results
5. Ensure your resume is formatted and looks professional
6. Seek feedback from the Employment Service

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Top tips for your cover letter

1. Tailor your cover letter to every position
2. Ensure your cover letter is positive in tone – focus on the skills or experience that you do have
3. Highlight your key skills/qualifications and use examples
4. Where possible address a specific person
5. Ensure your cover letter is free from any spelling or grammatical errors
6. Seek feedback from the Employment Service

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Getting a tax file number

• If you are planning on getting a job in Australia, you will need a tax file number.
• You can apply online at ato.gov.au or forms are available in the Employment Services office.
• See your handout for more information
Tax & Superannuation

• If you have a legal job, your employer should take tax from your pay and send it to the Tax Office.

• At the end of the financial year, you may be able to claim some or all of it back.

• Your employer may also have taken some of your pay and place it into a superannuation fund.

• This is for workers to use when they retire.

• When you leave Australia, you can claim this money back.

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“Cash in hand”

• “Cash in hand” is a term used to describe cash payments where tax has not been taken out.
• The work is nearly always paid less than the minimum wage.
• Not paying tax is a violation of Australian law.
Unpaid trials

• Some places ask that you complete an unpaid trial.
• Unpaid trials are illegal for the employer, and not recommended.
• If you do decide to do an unpaid trial, you should do no more than ONE trial shift.
Employment “Scams”

• Be cautious of job ads that are written in poor English or that are trying to sell a poorly explained product or idea
• Do your research and ask lots of questions
• Never give out your personal information or your bank details unless you are sure the company is valid
• Contact Employment Consultant for advice or information
Remember...

- You must have work rights granted to your visa before you can work.
- Work rights give you exactly the same rights as residents with regard to wages and working conditions.
- If you have any questions about your rate of pay or your conditions, make an appointment to speak with the Employment Service.

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Come and see us at Employment & Volunteering Services

• Finally... If you need advice on anything relating to casual work/working conditions you are welcome to visit the Employment Services office.
• All enquiries are confidential.
• Lady Symon Building (D6 on your North Terrace Campus Map)
• Phone: 8313 4406
• Email: employment@auu.org.au

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