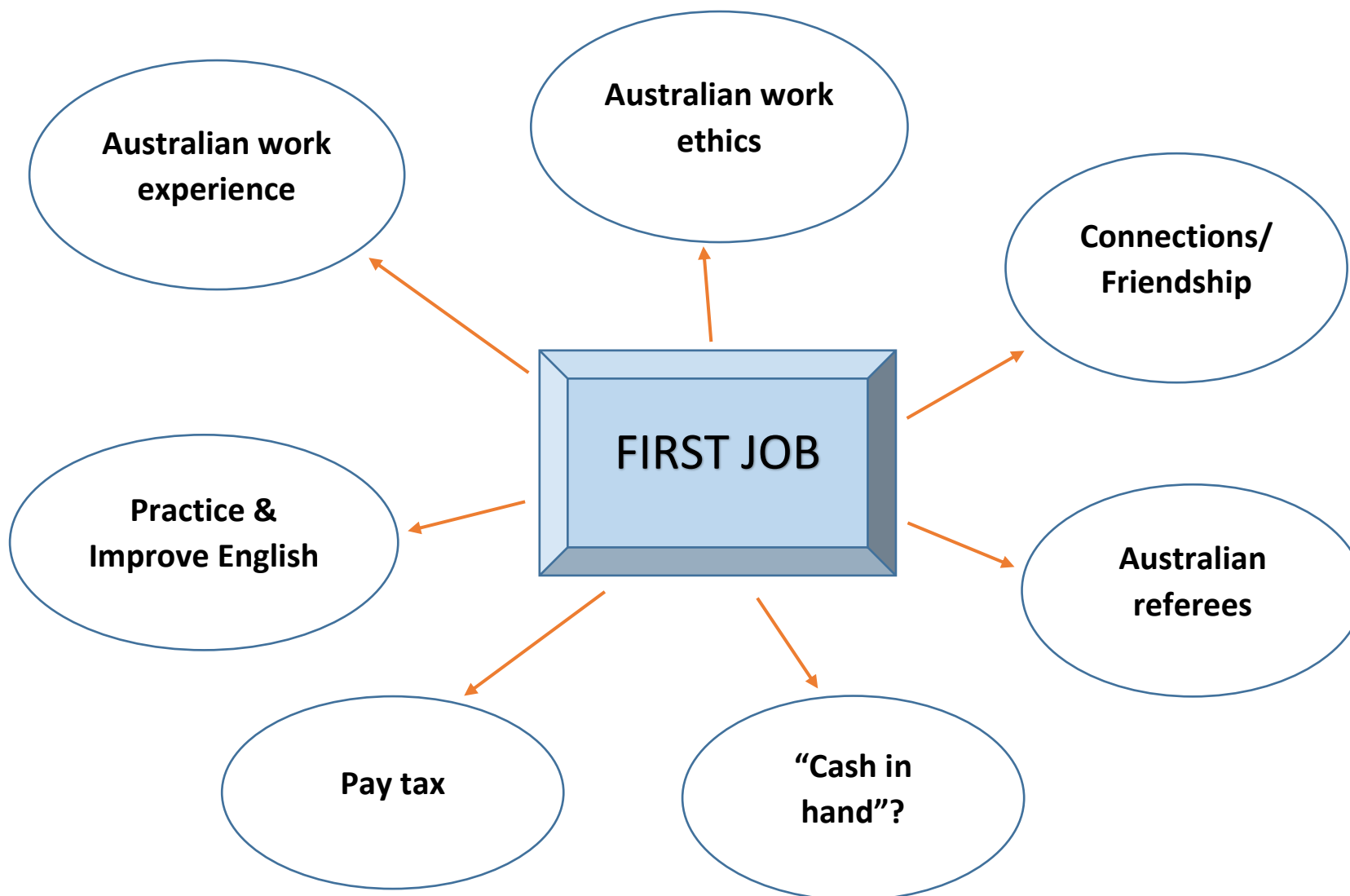


Your First Job





Australian Work Experience	<ul style="list-style-type: none">- Your first job may not be the job you want but it will give you an Australian work experience.- An Australian work experience will improve your chance of getting a job of your choice
Australian Workplace Behaviour and Ethics	<ul style="list-style-type: none">- Be courteous and friendly- Good attendance- Punctual- Be responsible and meet deadlines- NO inappropriate use computer and other work equipment- Bullying, harassments and discrimination (race, gender, religion, disability etc) are NOT acceptable
Connections and Friendship	<ul style="list-style-type: none">- Meet people with similar and different professional skills- Learn new skills- Develop friendship
Practice and Improve English Language Skills	<ul style="list-style-type: none">- Communicate in English with people from different background and about different topics- Regular English communication at work will improve your English language skills
Australian Referees	<ul style="list-style-type: none">- Your Manager or Supervisor can be your referee if you apply for a new job- Ask for your Manager/Supervisor's permission to be your referee
Paying Tax	<ul style="list-style-type: none">- When you earn certain amount of income, you need to pay tax- Receive a payment summary (your total salary and tax deduction) at the end of the financial year- Tax is deducted automatically from your pay and you need to do a tax return each year- Tax pays for government services such as Police, Medicare, Centrelink, education, and roads
"Cash in hand" - wages paid in cash	<ul style="list-style-type: none">- You should still receive a pay slip and a payment summary- If you are not receiving these, your employer may be paying workers less, avoiding tax payments and other responsibilities to employees. Employers that pay cash often have not report to the government that you are an employee. This means you are not protected if you are injured at work- Check with your employer that you are receiving super contributions- If you are getting paid cash in hand you need to tell Centrelink and the Tax Office, otherwise they can stop your payments or ask you to pay back some money. This is called fraud.- If you are not getting a 'pay slip', it may be difficult for you to rent a house, get a loan, a work reference or get better working conditions.