



## The Ultimate Job Guide for Backpackers

### Get set up!

Before you start working in Australia, you need to get set up with a Tax File Number and a Aussie Bank Account.

#### Tax File Number

A Tax File Number (TFN) is a 9 digit number issued by the Australian Taxation Office (ATO) to anyone working in Australia to manage tax. You will need a TFN to provide to your employers. Without this, your employer must withhold 50% of your wages for tax purposes. If you work with a valid Tax File Number, you'll pay about 29% tax on your earnings. After your application, you'll receive your Tax File Number within 28 days. You may work whilst waiting for your Tax File Number, as long as you can provide your employer with the number within 28 days. If your Tax File Number hasn't arrived within 28 days, call the ATO on 13 28 61 between 8am and 6pm, Monday to Friday.

Talk to UltimateOz Crew to get set-up with a Tax File Number.

#### Australian Bank Account

In Australia, most income including salary or wages must be paid directly into an Australian bank account. At UltimateOz, we open a Commonwealth Bank Account 'Smart Access Account' on your behalf. Commonwealth Bank has over 1000 branches & over 4000 ATMs nationwide, even in smaller Outback towns. For a monthly fee of \$4 per month, you can enjoy unlimited electronic transactions through Commonwealth Bank ATMs, EFTPOS (electronic funds transfer at point of sale), online banking (NetBank) and unassisted telephone banking.

Talk to UltimateOz Crew to get set-up with an Aussie Bank Account.

## What jobs are available?



In Australia, experience, skills and the right attitude are what most employers are looking for. So, even if you don't have heaps of experience, a positive and can-do mentality will get you working in no time!

Lots of backpackers find work in bars/restaurants, construction, farming & fruit picking/packing, sales/promotion, administration, nanny/au pair jobs & retail/customer service.

Tip: don't aim too high, too soon. You may be filling a management position back home but this doesn't mean you can easily find a job here at the same level. Be happy to give anything a go and then work your way up by proving yourself! Also, don't forget you've got your chance here in Australia to try jobs you'll probably never be able to do back home!

Please note, you can only work for one employer for a maximum of 6 months.

## Travellers at Work

The #1 job website for travellers in Australia is Travellers at Work – [www.taw.com.au](http://www.taw.com.au)

Travellers at Work (TAW) is a website especially designed for backpackers / students. On average, you'll find over 1000 active jobs online, all over Australia. TAW's Job Resourcers are constantly speaking with employers across the country and sourcing new jobs exclusive to members which are posted on the TAW website.

- **TAW recruitment specialists** are available to check CVs and cover letters and provide guidance and advice during the process of finding work.
- Unlike some sites **all TAW jobs are specifically for travellers.**
- **TAW speaks with all employers before listing jobs on the site**, to help ensure they are legitimate and the employers are offering sufficient pay and decent working conditions.
- **TAW jobs are unique.** All jobs are sourced direct from the employer and not poached from other job sites.
- **TAW-members can receive job alerts**, which we send out after posting new, live jobs

TAW is a members-only website. To activate your membership, follow the next three steps:

- Jump on a PC and activate your membership. Click on the green 'Activate Card' button on the Travellers At Work website, [www.taw.com.au](http://www.taw.com.au)
- Create your CV. If you already have one, copy the info from your current CV into the CV template on the website.
- Apply for jobs! Your cover letter and CV will be sent direct to the employer. If successful, the employer will contact you by phone or email to arrange an interview.
- The key of finding work through TAW, is having a perfect CV and a kick-ass covering letter!! Check out 'Write the Perfect CV' for more info!

## Other ways to find work!

Australia is a big country and there is lots of work available but where do you start your search?

First of all, get to know your city! Walk, train, tram or bus around to get a feel of the city. Walk into shops, visit bars / restaurants / job sites and ask if they're hiring. The old-fashioned face to face approach still is a winner! Ask to see the manager, explain you're on a working holiday visa and show interest and flexibility. If you're after a bar job, suggest a free trial to show them what you've got! ;-) You never know, you might just come across your dream job on your first little stroll around town!!

Make sure you check out job openings in local papers. Although jobs here are usually advertised for Aussies, there might be something there for you!

As you start your travels, check out job openings on notice boards in hostels / public places. Lots of travellers on the road find jobs this way. Farmers who aren't that skilled using the internet mainly advertise this way so you'll find lots of picking, packing / farm hand jobs.

If you're looking for Farm / Harvest work, have a look at the National Harvest Guide, a very handy guide which gives you information on seasonal work in Australia – the guide is all about where to go, to pick what, and when! Talk to UltimateOz Crew to get your free copy of the National Harvest Guide.

Besides the Travellers at Work website, you can also check out [www.gumtree.com.au](http://www.gumtree.com.au) & [www.seek.com.au](http://www.seek.com.au) online – same story as job openings in local papers though, they're usually looking for Australians but it can't hurt to give it a go!

## It's all about the money!

What kind of money can you expect as a working holidaymaker in Australia? A few examples below will give you an idea of the money you can make:

- Horticulture/Agriculture work: \$15 and \$20 per hour – with farm jobs, keep in mind that accommodation and often meals are included in this role, which is a huge saving.
- Hospitality base rates \$15-\$20 per hour – excl. tips. In Outback Australia, many bar jobs include free accommodation & food!
- Rate of pay for Au Pair/Nannies or Babysitting varies from \$15 to \$35 per hour, based on an applicant's experience and qualifications. Many live-in positions also include other benefits such as free internet access and car use as well.
- Admin rates vary from \$18 - \$25 per hour.
- Construction work pays around \$17 - \$26 an hour.

### When do you get paid?

Most Aussie companies pay their employees every week or every fortnight.

### Tax Returns & Superannuation

As a working holidaymaker in Oz, you'll pay about 29% tax on your earnings. You can claim your tax back on the end of the Australian tax year (end of June) and/or when you leave the country - average refund is \$2500!

Superannuation or 'super' is a compulsory pension scheme in Australia. If you earn more than AU\$450 per month, your employer must pay 9% of your wages into a Superannuation fund on your behalf. The good news is that once you leave Australia permanently and your visa expires, you can claim this money back. Travellers get an average superannuation refund of AU\$1480 - which will definitely help fund your next big trip!

It is important that you keep your payment documents from each employer; in particular your payment summary form or final payslip. Talk to UltimateOz Crew to get set-up with a Tax Back form which you can use this to keep track of jobs you've worked and tax you've paid. We can even organize your tax claim for you!

## Write the perfect CV!

The key to writing a great working-holiday CV is to demonstrate a wide range of skills and experience that can be applied to any job in Australia - bar jobs, farm jobs or sales. Sometimes this isn't easy to do as you may have just finished Uni and have only worked a few jobs. However, even if you have limited work experience, you can find innovative ways to convince the employer that you are the person for the job!

### *Personal / Career Statement:*

The aim of your personal statement is to grab the employer's attention and convince them to read the rest of your CV. It's a snapshot of who you are and why the employer should hire you. Remember to summarise when you are able to start work, how long you are willing to commit and your ability to be in the employers location quickly.

### *Employment History:*

It's unlikely that your first job in Australia will be similar to your most recent job back home. Most travellers try something new, and their previous work experience is not directly relevant to the positions they apply for. Your employment history must communicate success in previous roles, relevant to the position you are applying for. Be innovative and make it clear that whatever the employer wants, you're able to fulfill their needs.

For example, if you're applying for a managerial position but have never previously worked as manager, emphasise that your previous roles involved considerable responsibility and decision-making duties such as delegation, staff management, training, etc.

If you're applying for a bar job and have no bar experience, focus on previous roles that involved face-to-face communication, customer service and cash-handling. If you want a farm job and don't have relevant experience, describe roles where you've shown a determined and dedicated attitude, where you've 'got your hands dirty' and worked non-stop to get the job done.

Regardless of your previous roles / employment, these are the attributes the employer is looking for in their new employee.

**Note:** When writing an Employment History many people make the mistake of just listing the companies they have worked for, job titles and dates of employment. This is totally worthless to employers in Australia. Use this section to explain a bit about the company you worked for and the role you filled.

### *Education:*

Back home your education is an important part of your CV, but in Australia experience, skills and the right attitude are what most employers are looking for. Keep your education section short and sweet.

### *Skills:*

Clearly outline any key skills you have used at work that are relevant to the positions you are applying for. It is an opportunity to highlight skills you possess that may not be mentioned in your work experience. Skills that are particularly popular with employers in Australia include: Communication, Sales, Customer Service, Teamwork, Languages, Tractor Driving, RSA / White Card, Computer skills.

Not all skills will be directly required for the role you are applying for. But by demonstrating the broad range of things you do know, you're giving the impression that you're a good learner.

### *Hobbies and Interests:*

Most job advertisements outline certain personality skills required for the role, so identify what they are and see how your hobbies can relate to the requirements. For example, if you're applying for a senior position, then the fact that you captained your sports team and ran training sessions will demonstrate your leadership and organisational ability.

### *References:*

It is doubtful that employers in Australia will contact your references back home before offering you a job. The best thing to write here is "References available upon request".

## Frequently Asked Questions:

- **Should I include a photo in my resume?** Yes, definitely. Including a photo in your resume will show the employer that you are pleasant and presentable. (Ensure the photo is respectable - no drunken Facebook photos and no bikini shots).
- **How long should my CV be?** Two pages is a standard length for your CV, plus a short cover letter. Use bullet point format to list your work experience, avoiding big blocks of text.
- **Should I mention I'm on a working holiday visa?** Yes, be up-front and honest with the employer. If it is an issue, there's no point wasting the employer's time.
- **What if I only want to work a few weeks?** Most employers will want a commitment of 1, 3 or 6 months. Don't promise to stay longer to get the job if you really don't intend to. If you can only commit to a short period of time tell the employer your situation honestly and maybe you can work something out, i.e., filling the position until someone else can be hired.

## Important:

**Most employers will understand if your written English is not perfect, but there's no excuse for bad spelling! Use a spell-check and get a few English-speaking mates to proof-read your CV and provide feedback.**

UltimateOz Crew are always available to review your CV / Resume and provide recommendations for any essential improvements required.

## Covering Letters

Writing a cover letter is the MOST IMPORTANT part of applying for a job in Australia. It's your chance to make a great first impression and get the employer to look at your CV. However, 95% of working holidaymakers get it wrong and do not tell the employer what they want to hear.

The key to writing a perfect cover letter is to tailor the content for every job you apply for. Simply read through the job description / job ad and identify the specific requirements of the role. Then get straight to the point and tell the employer you can fulfill all of these requirements. Here's an example...

### EXAMPLE - Job Advertisement

#### Handyman / Gardener, Northern Territory

This caravan park near Darwin, NT, is looking for someone to help clean and maintain caravan park grounds, empty the rubbish bins daily, as well as to perform general maintenance duties as required. You will also be collecting money and cleaning the grounds, showers and toilets. Applicants must be physically fit. Experience not necessary, but applicants must be handy with tools etc, although maintenance tasks will be simple. Your own transport would be an advantage, as we are 2 and a half hours from Darwin and halfway between Darwin and Katherine. Accommodation in your own single room and meals supplied, plus net pay of \$500 per week (after tax). Immediate start. We are looking for somebody at least until the end of the dry season, for 3 - 4 months.

### EXAMPLE - Cover Letter

Hi, my name is Jack Daniels. I've just seen your advertisement for a Gardener / Handyman and I'd like to apply for the position - I'm the man for you! I've just arrived in Australia on a working holiday but have loads of experience from back home that is suited to this job.

I worked in a large factory and was responsible for cleaning and maintaining the work area, so

it was safe for our staff and well presented. I also worked as a dishwasher in a busy restaurant and was responsible for cleaning the kitchen and staff amenities area. After that I worked in a cafe and was responsible for serving customers and taking payment for orders. I also helped my elderly grandmother care for her garden so know a little bit about basic gardening. I've been playing football (soccer) since I was a kid, so I'm quite fit and can easily manage everything you require - mowing lawns, heavy lifting of bins etc. I'm currently in Sydney but really want to live and work in Darwin. I'd be very happy to stay for up to 6 months if you need me. I can organise a flight and get to Darwin in a couple of days. I don't have a vehicle but would be willing to buy a cheap car / van in Darwin if it's required.

Please call me on my mobile (0412 345 678) to discuss my application further. I look forward to speaking (and hopefully working!) with you soon.

Cheers,

Jack - 0412 345 678

[jackdaniels@hotmail.com](mailto:jackdaniels@hotmail.com)

## Follow Up

Apply more than once! It is good to show interest and determination when your searching for a job. So let's say, if you apply on a Monday and haven't heard anything back by Thursday, email/ring the employer and let him know you are still really keen on the job and can't wait to get started!

Just been for an interview? It is a good idea to follow up by sending the company a brief email saying you've enjoyed the chat you had and how you are keen to be employed by them!

Don't be too needy though - keep it real ;-)



## Training Courses

**To be able to work in certain fields in Australia, you will need to get certified, mainly due to legal & safety reasons.**

### *Bar work*

In order to get any job that involves dealing with alcohol, you will need an **"RSA" (Responsible Service of Alcohol)** certificate. You can get the RSA-certificate by completing a one-day course. Most Aussie states have their own RSA so make sure you book yourself on the right course. If you'll be working in an establishment where they also have gambling facilities; you will need your **"RCG" (Responsible Gambling Services)** certificate. Check out Bar/Hospitality Jobs on the Travellers at Work website.

### *Labour & Construction Work*

If you want to work as a builder or labourer, you will need to get a OH&S General Induction Certificate **'White Card'**. This is a health and safety requirement in order for you to work in the industry. You can get your White Card by completing a one day course. The Australian construction industry pays quite well so it might be something for you to consider. Check out Trades/Labour Jobs on the Travellers at Work website.

### *Other training courses*

There are several non-mandatory training courses on offer that will help you get skilled and prepare you for work in the hospitality sectors! **Bar Skills** is a one day course that will teach you the basic skills of bar operations and will help you get a job in pubs, nightclubs, restaurants, cafes and function centers. **Coffee Skills** gives you the necessary skills to prepare and serve coffee in restaurants, bars and cafes. In just 4 hours you will become a qualified Barista. **Cocktail Skills** will give you the skills and confidence required to prepare cocktails in venues such as a pubs, nightclubs, cocktail lounges, restaurants and cafes. For more information, check out [www.tcptraining.com.au](http://www.tcptraining.com.au)

**\*\* You receive \$10 discount on any Training Course with your TAW-membership when booking your course at UltimateOz HQ – 428 George Street, Dymocks Building, Level 7.**

## 2<sup>nd</sup> Year Visa jobs

During your first year in Australia, the day will come that you realize how amazing this country truly is and you don't want to go home just yet! What to do? Well, hold off your cries for now because most working holidaymakers can get a second year visa!!!

To be eligible for a second Working Holiday visa, you must meet a number of requirements. The most important ones are:

- \* You must have completed three months or 88 days of **specified work** in **regional Australia** while on your first Working Holiday (417) visa
- \* You must be aged between 18 and 30 years (inclusive) at the time of applying, however, you may be aged over 30 years of age at the time your visa is granted

### *Specified work*

- \* Plant and animal cultivation / Fishing and pearling
- \* Tree farming and felling / Mining / Construction

### *Regional Australia*

To meet the three month specified work requirement for a second Working Holiday visa, work must be completed in the right regional area. You can find a list with eligible postcodes on the Government Website – also check out the Travellers at Work Website for more information!  
<http://www.taw.com.au/Visas/2ndyearvisaextensions.aspx>

You don't have to do the three months farming for your 2<sup>nd</sup> year visa at one employer only, you can travel around the country and do 3 weeks here, 4 week there and so on.

On the Travellers at Work website, you can see if a job counts towards your 2<sup>nd</sup> year visa by looking out for the 2YV box.

You don't have to apply for your 2<sup>nd</sup> year visa straight after your first year. You can go home, e.g. go to Uni and apply for your second year any time before you turn 31.

## WWOOF - Willing Workers on Organic Farms

If you would like to improve your English, want to save some money, get in touch with Aussie culture or if you're after a 2<sup>nd</sup> year visa, WWOOF is the way to go!

You can join WWOOF for seasonal, farm, fruit picking and harvest work all over Australia! You will receive free accommodation and meals in return for around 4-6 hours work every day on the farm.

There are around 1900 farms to in Australia to choose from. When you join WWOOF you will receive your Guide Book and Membership. Your Guidebook contains listings of all host farms. Simply choose the farms you are interested in and call or email the hosts to check if vacancies are available.

The work varies greatly between farms but could include weeding, planting trees, pruning, building fences, painting, mowing lawns, etc... Lots of WWOOFING jobs count for a 2<sup>nd</sup> year visa too.

### *How do I join?*

You can purchase a WWOOF membership at UltimateOz. A membership costs \$65 for 1 year. Bring photo ID to get signed up.