

You might be thinking of applying for a job, regardless of it is a casual position, part time or full time it is good to know some tips and tricks.

Where to start??

Think about what sort of work do you want and what will suit you at the moment, it is important to be realistic about what you can manage, this might be:

- Casual Work
- Part time work
- Full time work

Think about you!

What are you interested in?
What skills do you want to learn?
What are your skills?
What are your values?
What times would you be available to work?
What is in your area?
How will you get to and from work?

Where to look for jobs?

There are different ways to find out about jobs, you can:

Enquire directly - go into where you might like to work and let them know that you are interested applying for work there, ask if they are hiring or how to apply

Look at websites - some stores like bigger chain stores or fast-food restaurants ask for you to apply online - have a look at their websites & they will have a Jobs, Careers or Work for Us section

Job Websites - There are also different employment websites that you can look at like
www.seek.com.au
www.ethicaljobs.com.au
<https://au.indeed.com>

A resume is also called a Curriculum Vitae (CV) and is like a personal advertisement of who you are your skills, what you've done.

Don't worry if you don't have work experience, think about your transferrable skills (things that you have done at school or in your personal life that might help you in the job).

Remember your resume should have a simple format and plain text which can be easy to read.

- You may not get the first job you apply for. It might be disappointing but keep trying!
- Always be respectful when talking to potential employers
- You don't need to get dressed up to talk to potential employers, but it is important to wear neat and clean clothes (thongs or swimmers might be comfy but aren't really suiting why you are!)
- Have a copy of your resume printed off and also saved on your computer (or a USB) ready to provide

Interviews

After applying for a job you might be asked for an interview.

This is when you will have a chance to talk a possible employer about yourself and what you have to offer, they will ask you questions to learn more about you.

- Be on time for your interview
- Be prepared - practice questions & bring a copy of your resume with you
- Dress appropriately but what you are comfortable in!

Example Interview Questions:

- What do you know about the business?
- Tell me about yourself
- What are your strengths?
- What would you find challenging about the work?
- What are your skills?