



Department of Employment,  
Education, Training and  
Youth Affairs

# Looking for work



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CAREER INFORMATION

## **LOOKING FOR WORK**

You may be a bit unsure of where to start, if it's your first time.

If you know what type of job you want to do, it's a lot easier.

There are many ways to look for work, some are listed below.

## **NOTICE BOARDS**

Keep an eye out for any notice boards around town. They could have ads for jobs on them.

The notice boards can be anywhere, in shopping centres, outside factories or even in shop windows.

## **NEWSPAPERS**

Some jobs are advertised in local and national newspapers. The ads should be read carefully to find out just what type of work is offered.

If you cannot get your hands on a newspaper you should try the library. They usually have copies of all the national and state newspapers, and maybe the local ones too.

In some places you can have newspapers delivered from your local newsagent to your home.

## **DIRECT APPROACH**

You may decide to make a direct approach to employers.

This can be done by writing a letter, telephoning, or, if you are nearby, you can drop in and see them yourself.

Sometimes employers may keep you in mind for future work if you use the direct approach. If a job comes up, you may get it because you went to see them and it showed them that you were willing to work. Remember to dress neatly if you do this, as first impressions count for a lot.

## **FRIENDS**

Ask your friends and family to let you know if there are any jobs that you would like to do coming up in your local area. Tell them if you would be willing to move away to get a job.

## **CENTRELINK**

Call into your local Centrelink office regularly to look at the vacancies on the touchscreens. The touchscreens are updated as the vacancies are received.

## **THE INTERNET**

The job vacancy information that is accessed through the touchscreens in your local Centrelink office is also available on the Internet. You can access this information through the DETYA Home Page: (<http://www.detya.gov.au>).

## **REFERENCES**

If you have never worked, you can get a letter from someone at school or in your community who knows you and who you trust.

Make sure that the person writing the letter tells the positive things about you such as:

- how long they have known you;
- how you have helped in the community;
- what kind of person you are;
- your honesty and that you are trustworthy;
- what kind of worker you are; and
- what you like to do.

## **FIND OUT WHAT JOBS THERE ARE AND WHAT THE WORK IS REALLY LIKE**

Because there are good and bad things about most jobs, you need to find out as much as you can about the jobs that interest you and the work you do in them.

If you are having trouble finding information you could start by looking at a book called the *Job Guide* that gives an outline of the duties, education and training needs for hundreds of jobs.

You can get the *Job Guide* from your careers teacher at school or ask at your local Centrelink office (ph: 13 2468 for location details).

**If you need any extra help finding information to help you get a job, contact your local Centrelink office (ph: 13 2490 for location details) or Rural Youth Information Service (RYIS) - your local council or Centrelink can give you details.**