

making
our future
work



going for a job

going for a job?

Applying for a job isn't too hard once you know what kind of job you want. First of all you need to find out just what job you want.

Here are some hints on how to start looking at what is out there.

- Visit local employers and ask if they have any jobs. If they have none, ask them if you could leave your name and phone number, just in case a job comes up.
- Ask your parents and friends if they know of any jobs. Put notices up on shop windows and any other place that you can, telling people that you are looking for work and what kind of work you would like.
- Go to your local Centrelink office to look at job vacancies on the touchscreens (ph: 13 2490 for location details) or contact the Rural Youth Information Service (RYIS) – Centrelink or your local council can give you details.
- Look in the local newspapers in the 'Positions Vacant' adverts. The ad will tell you how to get in touch with the bosses. You may have to phone them or write a letter to get an interview.

Once you have found out about the type of job you want, you need to go for it and try to win it.



HERE ARE A FEW HINTS THAT MIGHT HELP YOU IN REPLYING TO A JOB AD

telephone to find out more information

It's a good idea to ring the person listed in the ad to get more information about the job. Tell the person you are really interested in the job and that you are willing to have an interview at any time. Ask the person questions about what the job does, what sort of skills the job needs and how long before you will hear whether you will get an interview.



remember

When you phone about a job have a good pen and paper to write on and any paperwork with you.

Always speak in a clear voice. If you cannot hear what they are saying to you ask them to tell you again, otherwise you may miss something important about the interview time or the job.

What you say on the phone will help them know if you will be given an interview or not, so:

- **have everything ready,**
- **talk clearly,**
- **ask them questions to find out more about the job,**
- **be polite and**
- **most of all, listen.**



writing to answer an ad

The ad may ask you to write an application. When you do, make sure you have all the information they need and send in photocopies of any letters or certificates you may have.

DON'T send in the original ones as they may get lost.

Make sure you:

- get someone to help you if you need it
- write neatly and clearly, but it's better to type it if you can
- check your spelling
- put in photocopies
- address the letter clearly

Many letters are lost because the address is not clear.



There is a lot of other job search information you can get to help you. If you need any extra help finding this information contact your local Centrelink office (ph: 13 2490 for location details) or Rural Youth Information Service (RYIS) – Centrelink or your local council can give you details.

Most Centrelink centres have Indigenous Services Officers.

Why not drop in and have a talk to one, or call 13 1021 to make an appointment.



*COVER ART by Canberra-based Aboriginal artist, John (Johnno) Johnson.
This picture shows how the community network can be used to help you find out about jobs.*