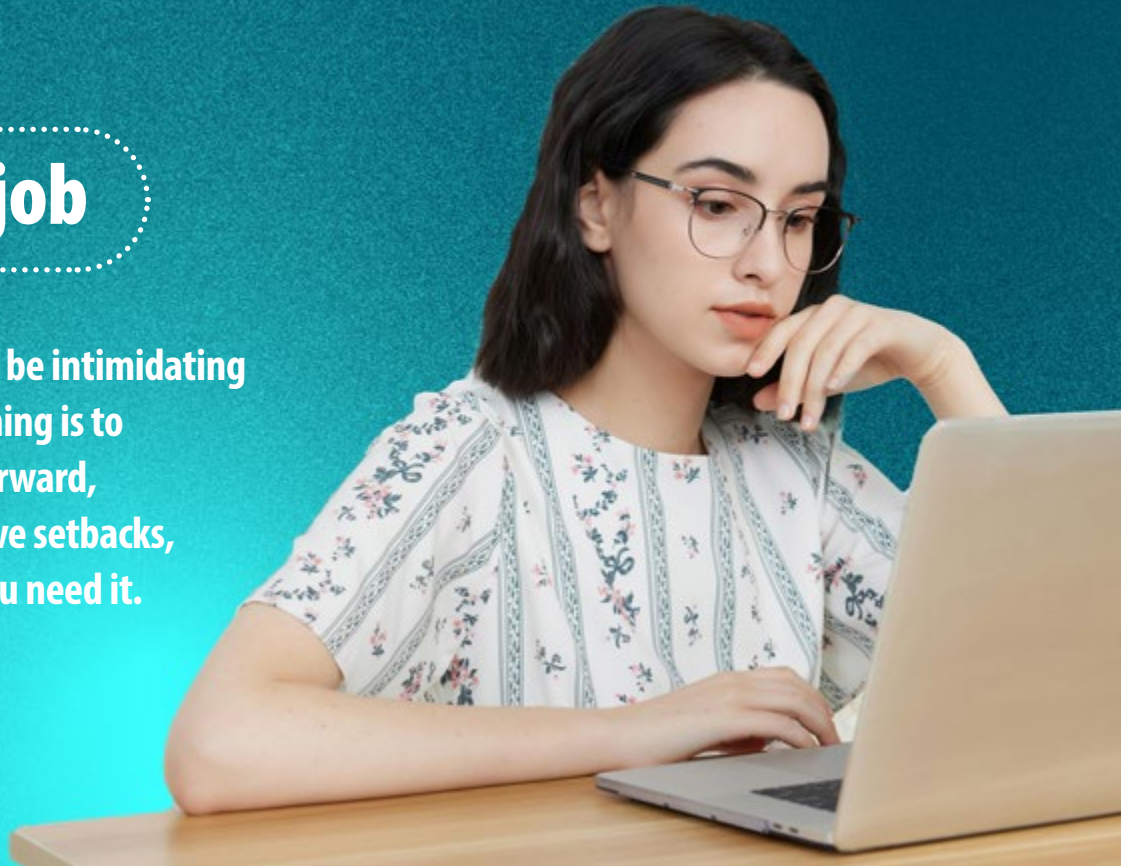


Finding a job

Looking for a job can be intimidating but the important thing is to put your best foot forward, keep going if you have setbacks, and ask for help if you need it.



Looking for a job

You can find jobs to apply for on websites like Seek, Indeed and EthicalJobs or on social media like TikTok, getahead and Facebook. You can also find jobs with the Queensland government on smartjobs.qld.gov.au. You might even see posters about jobs in shop windows.

If you see jobs posted on socials, it's worth checking that the employer is legitimate by looking up their website and seeing if there are any reviews of that business or workplace.

Many jobs are never advertised, so it's worth asking people you know about opportunities. You can also speak to your school careers advisor as they can give you ideas and advice, and often have connections to find employment or apprenticeship opportunities.

There are also employment services which work in particular communities, such as with Aboriginal and Torres Strait Islander youth or with people from a refugee or asylum seeker backgrounds, to assist with finding employment. Ask around or look online to see what services are available in your community.

If there is a specific place you'd like to work, you can ask them if they have any job openings or if they'll keep your resume for future openings.

Not sure where to start? Think about your skills and interests and speak to someone you trust to help you target your search.

What is a resume?

A resume is a document which provides a personal summary of your skills, experiences and achievements to help an employer consider why you might be good fit for a job.

A resume usually includes:

1. **Your contact information** – name, phone number and email address
2. **Summary** – a sentence or two explaining the kind of job you're looking for and why you're a great candidate
3. **Experience** – this shows any work you have done, part time jobs, internships, volunteering. If you haven't done any work yet you might include school projects, babysitting or some details about your interests and hobbies to show your character and skills.
4. **Education** – this section tells employers where you go to school and what you have learned. You can also list any other special classes or certificates you have earned.
5. **Skills** – you can include a summary of things you are good at like working with computers or speaking different languages. This will be helpful if you have special skills that are relevant to the job you are applying for.

There are some great resume templates on Word, Canva and other websites to help you write your resume.

Preparing for an interview

If you are asked to attend an interview, well done – this is a big achievement!

Here is a checklist to help you get ready for your interview:

- Look at the business website and/or their social media. It can be helpful to find out more about what the business does.
- Find three things you like about the business which you can talk about in the interview.
- Look up practice interview questions online and think about how you would answer them.
- Think of two or three questions you can ask them about the role or the business.
- Figure out how you're going to get to the interview and how long it will take. Plan your journey to arrive around 15 minutes early so you have plenty of time.
- Decide what to wear to the interview. Make sure your clothes are clean and tidy. If you are not sure what is appropriate you can ask the business if they have a dress code.

There are some questions that you should not be asked during an interview and do not have to answer. These include:

- if you are in a relationship
- what your political views are
- what your age is
- what your race is
- what your religion is
- what your gender identity is
- what your sexual orientation is
- whether you are pregnant or if you plan to be pregnant
- whether you have any mental or physical disability, unless it is relevant to the tasks you would have to do on the job

If you're asked any of the above questions, you do not have to answer. You can say something like "I would prefer not to answer that question."

Working with children and background checks

When a job involves working with children you will need something called a '**working with children check**' (this may also be called a '**blue card**'). To obtain a '**blue card**', you will need to:

1. Obtain a Customer Reference Number (CRN) from the Department of Transport and Main Roads (TMR) as a way of proving your identity.
 - If you have ever received a letter or email from TMR, this might have your CRN listed on it. For example, if you already have a license, your CRN should appear on any emails or letters about your license.
 - If you are unsure if you have ever had a CRN, you can [contact TMR](#) by calling **13 74 68**, submitting an enquiry online or visiting TMR service centres.
2. [Register](#) for a Blue Card Services online account
3. Apply for a blue card using the [online applicant portal](#) or download the paper form.

You may also need a **police certificate** which you can apply for at crimecheckaustralia.com.au. You may need to pay an application fee.



Queensland Government
Blue Card Services

WHERE TO GET HELP



YFS LEGAL

Phone: (07) 3826 1599

Email: legal@yfs.org.au

Website: yfs.org.au/working-and-the-law

This Centre is accredited by



Community Legal Centres
Australia

- This is general information only.
- It is not intended to give individual legal advice.
- Each person should seek independent legal advice relating to their special circumstances.
- We do not accept responsibility for any loss or damage caused to anyone who relies on the information in this info sheet.



YFS Legal acknowledges Aboriginal and Torres Strait Islander people as Australia's first peoples and the traditional owners and custodians of the land on which we meet and work.

