

Becoming work ready

Starting a job

Job onboarding starts when a person has been offered a job through until they start work. Often a job offer is made after a job interview and reference checks have been completed. Job offers can be verbal or in writing.

Some job offers have conditions with additional steps to complete before an employment contract can be provided. This can include pre-employment screening like a medical, police check, security clearance or Working with Children Check.

Pre-employment conditions	
Medical check	https://www.sonichealthplus.com.au/services/employment-medicals Employers may ask for information about a worker's health, such as in a medical check, where a doctor performs an examination and assesses your health. This might also include a drug and alcohol screen. https://www.sonichealthplus.com.au/health-hub/drugs-in-the-workplace
Nationally Coordinated Criminal History Check (NCCHC)	https://www.acic.gov.au/services/national-police-checking-service The Australian Criminal Intelligence Commission delivers the National Police Checking Service (NPCS). The NPCS allows people to apply for a NCCHC (previously known as a police check).
National Police Certificate (NPC)	https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates A National Police Certificate (NPC) contains a list of a person's disclosable court outcomes and pending charges from all Australian police jurisdictions. This may include traffic convictions, certain juvenile convictions and non-police prosecuted matters. Registered volunteer organisations may request a similar Volunteer National Police Certificate (VNPC).
Working with Children Check (WWC Check)	https://www.apsjobs.gov.au/s/career-pathways-home/career-pathways-cohort/work-experience-MC4UOLPLDAFNFFBABDNBKR46IBEA People who engage with children in paid or unpaid work need to complete a WWC Check to demonstrate they are not a risk or harm to a child.
Security clearance	https://www.defence.gov.au/sites/default/files/2021-01/Why%20does%20AGSVA%20get%20personal_FA.pdf Some jobs require a security clearance. A 2-page fact sheet on the application process for an Australian Security Clearance.

After successfully meeting the pre-employment conditions, an offer of employment, or employment contract, is provided on paper, digitally or verbally. An employment contract is not required by law, but workers and employers do have rights and responsibilities in the workplace under employment laws. Employers must meet minimum employment law requirements. Workers can negotiate some elements and conditions of the employment contract.

Contracts of employment	
Employment contracts	https://www.fairwork.gov.au/employment-conditions/contracts An employment contract sets out the terms and conditions of employment and includes the job description, salary, hours of work and other conditions.
Tips before signing an employment contract	https://knowthelaw.com.au/9-tips-before-signing-an-employment-contract/ A guide to reviewing an employment contract and discussing any questions with the employer before it is signed.

When a worker chooses to accept the contract of employment, they will return a signed copy to their employer and provide important information. This ensures that they can start working in the job, be paid and receive any other entitlements. Sometimes this information is shared with the employer by email, through an online portal or in person on the first day of work.

By law, employees in Australia must have the right to work in Australia. Identity documents are used as proof of the right to work in Australia.

Right to work in Australia	
Australian Citizens and Permanent Residents	https://immi.homeaffairs.gov.au/visas/working-in-australia/work-rights-and-exploitation/work-restrictions Australian citizens and permanent residents automatically have the right to work and can use a primary identity document as proof.
Work visa	https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/work Foreign passport holders, permanent migrants and temporary visitors require a valid visa from the Department of Home Affairs to work in Australia. Visas may have conditions that limit the right to work.
Identity documents	Proof of Identity Australia Post has information on acceptable primary and secondary identity documents with additional information for people under 16 years of age and people providing documents in languages other than English.
WA Photo Card	https://www.transport.wa.gov.au/licensing/wa-photo-card.asp Personal identity card application information for Western Australians over the age of 16 who do not have a driver's licence or passport.
Statutory declarations	https://www.ag.gov.au/legal-system/statutory-declarations/how-complete-commonwealth-statutory-declaration Employers may ask for a statutory declaration to confirm the information provided in the application is true.

Australian workers' pay tax on their income through their employer. A tax file number (TFN) is a unique 9-digit number issued to individuals and organisations to administer tax in Australia. A TFN is an important personal information identifier and there are laws governing how it can

be used. An employer at the start of employment can request the TFN, through the TFN declaration to ensure they are withholding the right amount of income tax from a worker's pay.

Tax File Number	
Apply for a tax file number (TFN)	https://www.ato.gov.au/Individuals/Tax-File-Number/Apply-for-a-TFN/ Australian residents can apply for a free TFN at any age. The application process depends on the identity documents available. Australian passport holders 15 years or older can apply for a TFN online and receive a TFN immediately. It can take up to 28 days to receive a TFN for those under 15 years, without a passport or on a work visa.
Completing the tax file number declaration form	https://www.ato.gov.au/Forms/TFN-declaration/?anchor=Instructions#Instructions Instructions for the payee (employee) to complete their section of the TFN declaration form as they start a job. This can be done on paper or online as directed by the employer.
TFN Privacy Rights	https://www.oaic.gov.au/privacy/your-privacy-rights/your-personal-information/your-tax-file-number Only certain individuals, organisations or agencies can ask for a person's TFN. This includes an employer at the start of employment, the ATO and superannuation fund.

Superannuation (or super) is money an employer pays to workers to provide for their retirement. The super guarantee (SG) is the minimum amount an employer pays on top of a salary or wage. Workers can use the super fund offered by their employer or can choose their own using the super standard choice form. The super fund invests the money until the person reaches retirement age.

Superannuation	
Superannuation basics	https://www.ato.gov.au/general/other-languages/in-detail/information-in-other-languages/your-superannuation-basics/ The SG contribution is 10.5% of an employee's ordinary time earnings. For young people under the age of 18, super is paid when they work more than 30 hours in a week. Once over the age of 18, employees must be paid super. The amount of super paid is shown on a payslip.
Super is your money	https://moneysmart.gov.au/how-super-works Assistance to choose a super fund with low fees, combine multiple accounts and understand the insurance that is offered.
Superannuation standard choice form	https://www.ato.gov.au/Forms/Superannuation-(super)-standard-choice-form/ Use the super standard choice form to advise an employer of the nominated super fund so they can make contributions to that fund.

Being paid for the work completed as an employee is an employment right. Employers in Australia choose to pay weekly, fortnightly or monthly and often make direct deposit payments into the workers bank account. Workers will need to provide their bank account details for this. Wages or salary can also be paid in cash or by cheque.

Bank account details

Choosing a bank account	https://www.financialcapability.gov.au/sites/www.financialcapability.gov.au/files/2022-07/first-job-kit.pdf Your First Job Kit helps teens to choose a bank account and start managing money from their first job.
Sharing bank account details	https://payid.com.au/ Banks use unique identifiers for each account. This includes a six-digit BSB (Bank-State-Branch) number and an account number. PayID is a nickname for the BSB and account number. There are links to Australian banks to help in locate the bank details to share with an employer.

Some employment contracts require specific qualifications, registrations or licences to complete the job. Workers may be required to prove this using information from their career portfolio.

Some additional requirements may include certificates to provide first aid, responsibly service alcohol or licences to drive a vehicle, construction white card or other high-risk activities.

Proof of qualifications, licences and certificates

Drive a vehicle	https://www.transport.wa.gov.au/licensing To drive a car or upgrade a licence to drive a higher class vehicle.
Passenger transport driver	https://www.wa.gov.au/service/transport/road-transport/apply-passenger-transport-driver-authorisation Western Australian's 20 years of age and older can apply for a passenger transport driver authorisation.
Construction induction training	https://www.commerce.wa.gov.au/worksafe/construction-induction-training All workers doing construction work at a workplace in WA must complete the mandatory construction induction training known as the White Card.
High-risk work	https://www.commerce.wa.gov.au/worksafe/apply-licence-or-register-plant Workers in some high-risk activities need to be licensed in WA.
Responsible Service of Alcohol	https://www.jobsandskills.wa.gov.au/courses/responsible-service-alcohol People involved in the sale, service and promotional service of alcohol in licensed premises require the Responsible Service of Alcohol certificate. There are extra requirements for people aged 16 to 18 serving alcohol.
Provide First Aid	https://stjohnwa.com.au/first-aid-training/first-aid-courses General first aid course for those who need a first aid certificate for work purposes which includes first aid procedures and basic life support skills.