

Checklist for starting a new job in Australia



Tips when looking for a job

- Understand your work rights in Australia. Visit Fair Work: [fairwork.gov.au/tools-and-resources/fact-sheets/rights-and-obligations/visa-holders-and-migrant-workers-workplace-rights-and-entitlements](https://www.fairwork.gov.au/tools-and-resources/fact-sheets/rights-and-obligations/visa-holders-and-migrant-workers-workplace-rights-and-entitlements) to learn more.
- If a situation or individual makes you uncomfortable, trust your judgement.
- You should not need to pay any upfront costs before you start a job.
- Know where to go for trusted advice if you need to check your contract or work conditions.
- All workers are entitled to a minimum amount of pay for the work that they are doing. You can check the National Minimum Wage for the work that you are doing here: [fairwork.gov.au/pay-and-wages/minimum-wages](https://www.fairwork.gov.au/pay-and-wages/minimum-wages)

Take care when meeting an employer for the first time. Tell someone you trust about where you are going, who you are going to meet, and what time you expect to return.

Tips before starting a new job

- Make sure that your visa conditions permit you to work and do the type of work, plus the hours of work being offered to you.
- Ask for information about the job, including the position, duties, hours, and working conditions.

Recognise signs of poor work conditions such as:

- Completing any unpaid training to secure a job or not being paid during a trial or probation period.
- Being threatened or discriminated against.
- Employers asking to take large amounts of money out of your pay.
- Working very long hours or more hours than your visa allows.
- Unsafe working environments or dangerous tasks.
- Being monitored or controlled in your movements to and from work.
- Sleeping at the worksite or in accommodation provided by the employer.

Before starting work, make sure you and the employer have discussed and agreed on your working arrangements.

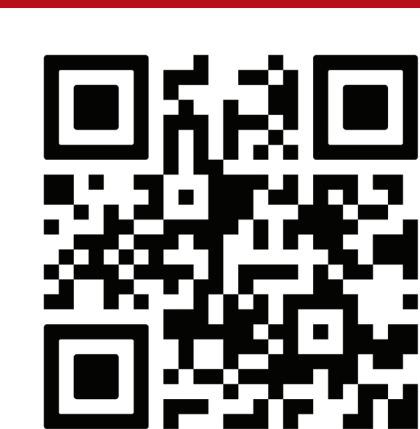
For example:

- By asking for and keeping a copy of a written contract of employment.
- By ensuring you have read and understood any contract you may be asked to sign.
- Where no written contract is provided, keep your own records about what you and the employer have discussed and agreed about your work.

Keep records about your work, such as:

- Recording and tracking your hours of work.
- Copies of important documents about your work arrangements.
- Evidence of your working conditions.
- Checking the amount in your payslip matches up with the hours that you have worked. Every employer must give their employees a regular payslip.

This Modern Slavery grant activity received grant funding from the Australian Government.



Want to learn more about who to go to for advice and support? Visit the Work Right Hub.

redcross.org.au/workrighthub