



# **YOU, YOUR EMPLOYER AND YOUR EMPLOYMENT**

Choosing whether to sign or not sign an individual or collective employment agreement is an important decision that will have significant effects on your pay, working conditions and legal protections.

Remember, you are responsible for checking your own individual employment agreement. There is no longer a formal approval process for individual employment agreements.

Some award entitlements, like meal breaks, rostered days off and flexible work arrangements, can't be measured in dollars and cents. Consider the value of these benefits carefully when assessing the terms offered in your employment agreement.

**Remember, for a small increase in your pay you may be asked to give up important rights and Conditions.**

- Check that your employer has provided you with a copy of the proposed employment agreement and a Fair Work Information Statement that explains the terms and conditions of your agreement
- Check that the proposed entitlements contained within your employment agreement are at least the same as those in the Award under which your employment is managed
- Check that your employment agreement provides you with meal breaks
- Check that your employment agreement provides the relevant overtime rates for your position
- Check that your employment agreement provides for weekend, late night and public holiday rates of pay
- Check that your employment agreement contains shift, uniform and travel allowances
- Check that your employment agreement contains annual leave loading (part time and full time)
- Check that your employment agreement contains a notice of termination clause
- Check that your employment agreement contains a provision for salary / pay increases
- Check that you have been given the right to seek support from a friend, family member, union representative or other suitable person when reviewing & negotiating your employment agreement
- If you are under the age of 18, parental or guardian consent is required for the employment agreement to be legally binding

For any employment agreement to be valid, there must be genuine consent.

Do NOT allow yourself to be pressured into signing an employment agreement that does NOT suit your individual needs.

**Any employment agreement is a voluntary agreement.**

**DON'T sign it if you don't want to!!**

**For more information contact:  
The Fair Work Information Line**

[www.fwa.gov.au](http://www.fwa.gov.au)  
1300 799 675

**The Fair Work Ombudsman**

[www.fwo.gov.au](http://www.fwo.gov.au)  
13 13 94

**Career Insights Pty Ltd**

**1300 952 197**

[paul@careerinsights.com.au](mailto:paul@careerinsights.com.au)

## The employment guide

### Some things to know when starting work

When can I start working?	14 years and 9 months
What should my resume include?	<p>Your resume is your way of telling your potential employer something about you. It should contain at least the following;</p> <ul style="list-style-type: none"><li>Date of birth</li><li>Place of birth</li><li>Career objective/s</li><li>Competency statements / skill summary</li><li>Current level of education</li><li>Previous employment history</li><li>Extracurricular activities</li><li>Interests and activities</li><li>Referees</li></ul>
Who are good referees?	<p>Teachers, Youth group leaders, Sports coaches, Previous employers</p> <p>REMEMBER: Always ask the person before listing them as a referee</p>
What is really important in an interview?	<ul style="list-style-type: none"><li>Dress neatly, but still be comfortable</li><li>Don't smoke before your interview</li><li>Leave your mobile phone OFF</li><li>Make eye contact with the person interviewing you</li><li>Use names when possible</li><li>Use a firm handshake when greeting the person</li><li>Relax</li><li>Listen carefully and answer questions when asked</li><li>Do some research before your interview on the company, use that knowledge to answer the interviewers questions</li></ul>
How long can I be put on trial?	Trial or probationary periods are for a maximum of 3 months, although this can be extended with mutual agreement
Is my trial period paid?	Yes it is illegal to work in a trial period for no pay
Can I be asked to work overtime?	Yes you can be asked to work overtime and this must be paid at the specific rate as outlined in your employment agreement or Award

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How do I know what I should be paid?	Your employer must pay you the award rate or higher. You can check your rate of pay by phoning
What if I work as a Casual?	Casual employees receive additional payments or loadings compensate them for not receiving annual leave & long service leave. As a casual you are entitled to; Two days unpaid Compassionate Leave per occasion Two days unpaid Carers Leave per occasion Superannuation of 9% if you earn more than \$450.00 per month
What if I work Part Time?	You are entitled on a pro rata basis (eg. if you work the equivalent of two days a week – 15.2 hours) then you are entitled to 40% of the following; 4 weeks paid annual leave Minimum of 10 days personal leave (old sick leave) Unpaid parental leave Long Service Leave
Can I be paid in cash?	Yes, your employer can pay you in cash. Provided they have deducted the appropriate rate of tax from your pay. If your employer is paying you cash in hand without any deductions they are breaking the law and your safety is at risk within the workplace.
What paperwork should I complete?	You should complete the following as a minimum; Employee application Identification check (if needed) Tax File Declaration Banking Details Emergency Contact Details Medical Conditions Form Superannuation Fund Details
Award or Agreement?	If your employer is Incorporated, eg has Ltd or Pty Ltd after their business name, then your employment is managed by Federal Awards and The Fair Work Act. You may be asked to sign either an individual employment agreement or a Collective Agreement. If your employer is a Sole Trader then your employment will be managed by individual employment agreement or the relevant State Award