Get Job Ready

An all-in-one pack for Year 11 & 12 students

- Writing your first resume
- TFNs explained
- Super for students
- How to check payslips
- Getting a summer job
- Dropping da facts on tax

How to write an awesome resume

Writing your first resume doesn't need to be daunting - you may have more experience than you think!

Our top resume tips:

1. **Don't freak out**
   If you don't have much work experience, don't worry. Many people are in the same boat as you so employers expect that.

2. **Keep it short**
   Don't fluff your resume with wordy paragraphs just to make it longer. Employers get heaps of resumes, so keep it short and simple. One page is fine. Bullet points are great.

3. **Availability**
   People often forget this one! This is so useful for employers to show that you are thinking about them. Add a heading 'availability' and list the days (or mornings, afternoons) that you're available to work.

4. **Work experience & Sport**
   Even if it's baby sitting, tutoring or mowing the lawn. They all involve skills and responsibilities. Add any volunteer work as well.

5. **Spell check**
   One way for an employer to sort resumes is to bin the resumes with spelling mistakes! Always use spell check and get someone to proof read.

3 things you need on your first day

When you start your first job, you will need to remember to bring **three important documents.**

You can organise these well before you get the job. This means you can rock up looking super prepared on your first day of work!

1

A Tax File Number (TFN)
Everyone needs a tax file number when they work. Without a TFN, the Australian Taxation Office (ATO) taxes you at a higher rate.

So… your boss can pay your tax on your behalf.

2

A superannuation (super) account
After you earn a certain amount, your employer will be required to pay you an extra 9.5% of your wages into your super account.

So… your boss can pay your super.

3

A bank account
Your boss will ask for your bank account details. You can nominate any Australian bank account.

So… your boss can pay you!

How do I get a Tax File Number?

What is a Tax File Number?
A Tax File Number (TFN) connects you to the Australian tax and superannuation system. It's basically your "member number" at the ATO.

Once you have one, it's yours for life - so, it's important to keep this safe.

Check the back of this pack for a one page rundown on everything tax!

Why do you need one?
Your boss pays your tax on your behalf. It is important that they have your TFN, so when you lodge your tax return, your tax has been correctly attributed. Without a TFN, the ATO will charge you more tax.

Where do you apply?
You can do it well before you start your first job.

There are 3 ways:

1. Via Australia Post

Complete an online form first and then visit an Australia Post outlet. Bring your forms and original identity documents.

2. Via mail

Complete an online form first, then get copies of your identity documents certified (never send in your original documents) and follow the mailing directions on the pack.

3. Via Centrelink (Services Australia) centre

centrelink

If you are current customer, complete an online form. Bring your completed forms and original identity documents to your local Centrelink centre.

ato.gov.au/individuals/tax-file-number/apply-for-a-tfn

2

Super…
It’s your money

What is superannuation (super)?
Super is extra money, paid by your employer on top of your wages for you to access in the future. This money is invested for you.

Every Australian with a job has a super fund and your boss will ask you for your fund details on your first day.

When am I eligible for super?
Almost every working Australian has to be paid super. Your boss has to pay you super if…

You’re under 18:
- ✓ Earn over $450 in any month, **and**
- ✓ Work over 30 hours a week.

or

You’re over 18:
- ✓ Earn over $450 in any month

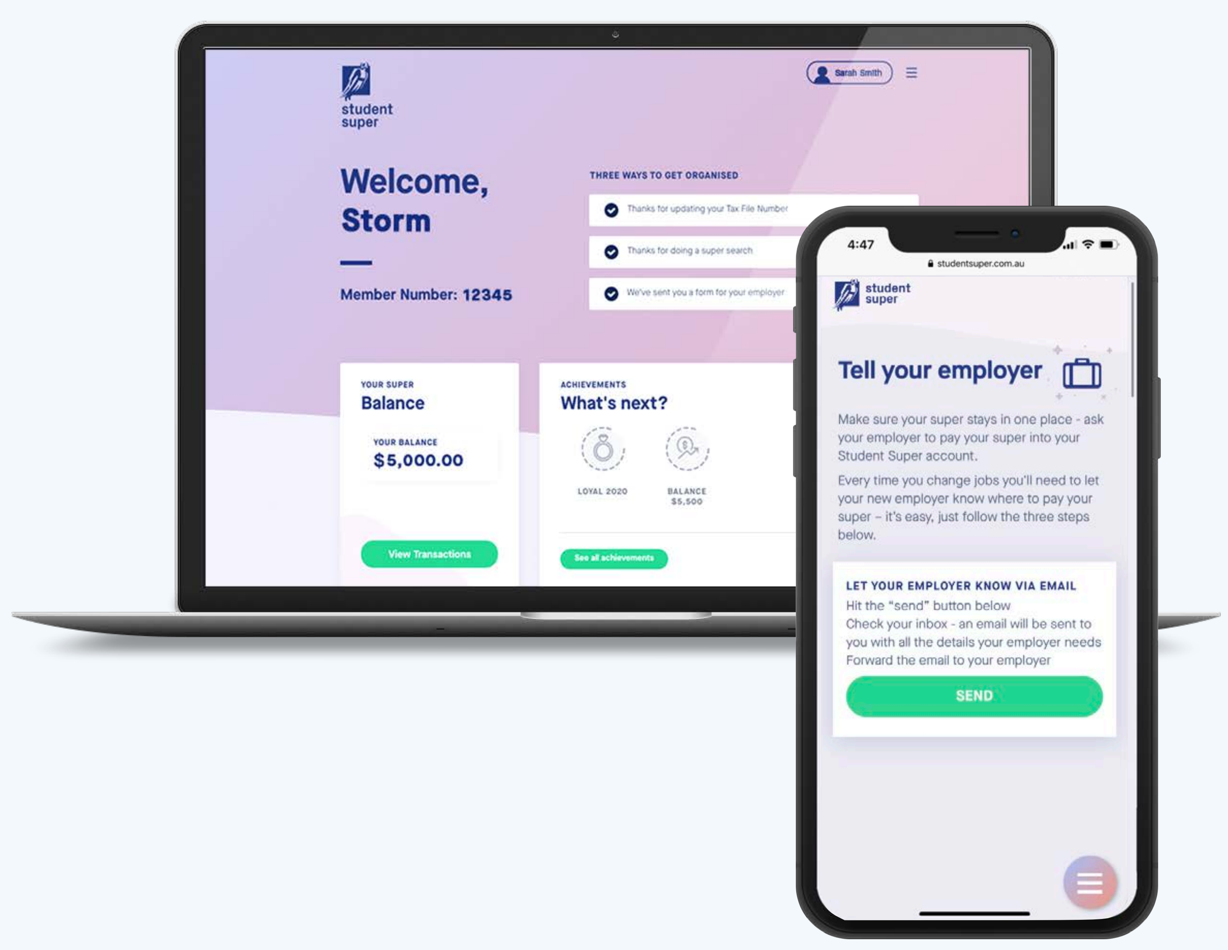
Why is super important?
Simple - it’s <u>your</u> money!

Be ready for your first day

Check out studentsuper.com.au - it’s a super fund specifically built for students.

There are zero fees for balances under $1,000 - which means you can open an account before you start a new job.

Once you’re a member, you have access to the pre-filled super choice form to hand to your boss!



studentsuper.com.au

3 Bank details + How you check your payslips

On your first day, you will bring your bank details.
Make sure you have:

1. **Account name** (your name)
2. **BSB** - this is always 6 digits
3. **Account number**

Learn how to read your payslip so you know you're being paid correctly.
Here's an example:

JOE'S CAFE

Jane Doe
123 Coffee Lane
Paddington NSW 2021

EMPLOYMENT DETAILS
Pay Frequency: Weekly
Employment Basis: Casual employment

PAY SLIP

Pay Period: **18/06/20 - 25/06/20** | Total Earnings: **$600** | **Net Pay: $541**
Payment Date: **26/06/20**

			THIS PAY	YTD
SALARY & WAGES 1		RATE		
Ordinary Hours - Casuals	30.00	$20.00	$600	$1,800
		TOTAL	**$600**	**$1,800**
TAX 2				
PAYG Tax			$59	$177
		TOTAL	**$59**	**$177**
SUPERANNUATION 3				
S01 - Student Super			$57	$171
		TOTAL	**$57**	**$171**

PAYMENT DETAILS 4		**REFERENCE**	**AMOUNT**
(012-002) ****1000	Jane Doe	Joe's Cafe	$541.00

1

Wages

- Check your pay period is correct.
- Check your hours match what you worked.
- Check your hourly rate is correct.
- Check the total pay is correct **Hours x Rate = Your Pay $.**
- YTD just means "Year to Date" so what you have been paid in a financial year (July 1 - June 30).

2

Tax

- PAYG is "Pay As You Go". This is the tax your boss will take out of your wages to pay the tax office on your behalf.
- Your tax rate will be different depending on a number of factors. You can use a tax calculator from the ATO here.[1]

3

Super

- Check the super fund is the one you nominated.
- Check if you should be receiving super in this month. You can use a super calculator here.[2]
- Super money is paid into your super account. Your boss has a quarterly deadline to do this. Dates are here.[3]
- Payslips don't show that your super is **actually** paid. Only logging into your super account will confirm this.

4

Your pay details

- Check that your bank details are correct.
- Check that your final pay amount is what you see in your bank account. It will be **Gross Wages - Tax = Your Pay $.**

It's ok to ask!
If you don't understand your payslip... just speak to your boss or payroll officer. Ask them to explain how they are making the calculations.

1. Tax withheld calculator https://www.ato.gov.au/Calculators-and-tools/Tax-withheld-calculator/
2. Super calculator https://moneysmart.gov.au/grow-your-super/employer-contributions-calculator
3. Employer contributions https://www.studentsuper.com.au/employer-contributions/

How to get a summer job

We surveyed 403 students who had a summer job in 2019 to answer commonly asked questions. Here are their tips to help you land a summer job.

1. **“Who is hiring during the Christmas period?”**
   Most jobs are in retail - but a good handful of jobs are in hospitality and warehouse work. So, go where the jobs are!

2. **“I don’t have any experience....”**
   This is the best time to be apply. It’s busier during the festive season, so naturally companies need to quickly hire and train up more staff to help. It's the perfect time to start building experience.

3. **“Should I only apply for one job?”**
   So, of our students, 32% applied for 3 or less job positions, and 37% applied for 10+ jobs. The lesson here is to build resilience *and* keep trying, but don’t simply blast your resume everywhere. Be mindful where you are applying, because employers really love it when you really want to work specifically for them.

4. **“Where do I even start finding positions?”**
   Here’s a secret. 67% of students used online websites such as summerjobs.com.au to find job openings! But **30%** of students asked family and friends. So, don’t be shy to ask around.

Start applying now. Companies start hiring from September through to October. But some jobs are still available in November.
Start looking for job openings on:

summerjobs.com.au

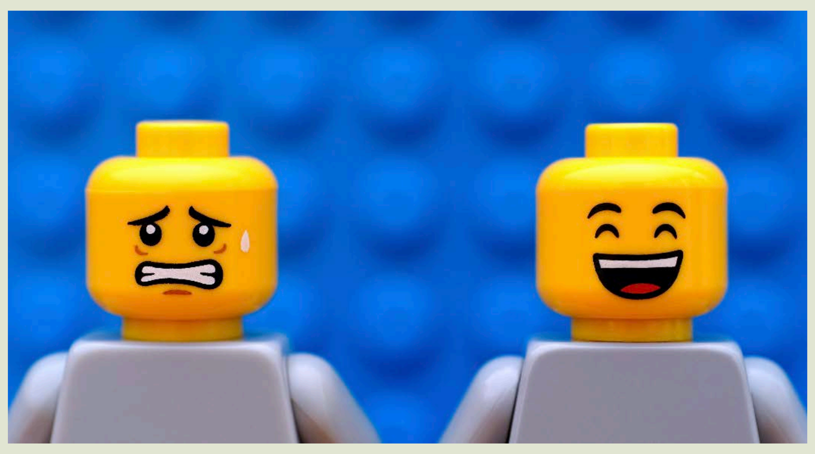
Source - Survey conducted by Summer Jobs. Total 403 respondents. More results at https://summerjobs.com.au/blog/we-asked-403-people-help-you-get-a-christmas-casual-job

More learning resources

Cover letter and resume tips

Aaron's video series answers commonly asked questions. How long should a resume be? What should I add on a cover letter?

www.howtoresume.com.au/blog



Interview tips

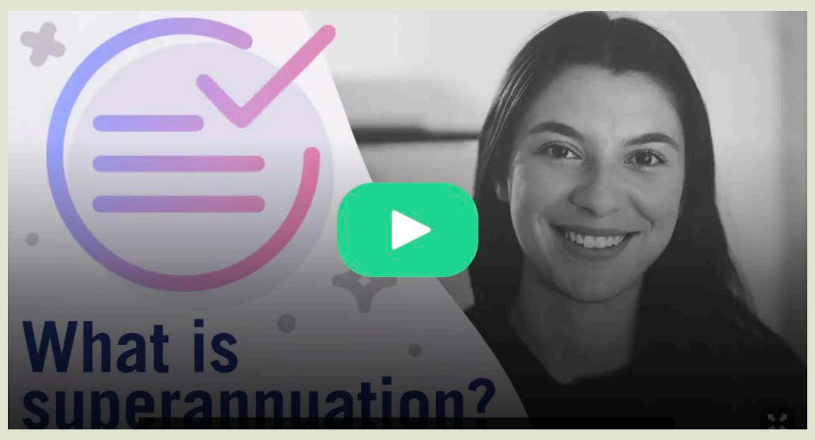
How do you prepare for your first interview? What do you wear? We have a blog post that will help you ace your interview.

www.studentsuper.com.au/blog/8-essential-tips-to-landing-your-first-job/

Interview questions

What are some commonly asked interview questions? And how can you structure your answers.

www.summerjobs.com.au/blog/How-Do-I-Answer-Christmas-Casual-Job-Interview-Questions



Super with Storm

Intrigued to know more about super? Storm's video series will tell you what you need to know.

https://bit.ly/3jAyLd3

DROPPING DA FACTS ON TAX

Who pays for things like roads, the army, police, hospitals and public schools?

We all do. Everyone in Australia chips in and pays for these through the tax system - it's how our government gets money.

What's income tax?

When you get **paid for work**, you have to pay, by law, a percentage of your income to the government.

Who collects income tax?

The ATO, the Australian Tax Office. Their website is surprisingly helpful: ato.gov.au.

The government isn't dumb.

They *could* have designed a system where they just send you a tax bill at the end of each year and ask you to pay... Imagine what would happen. Everyone would be "Oh... ummm can I pay next month? I don't have that money right now".

So, how does it work?

The government created a system so you pay your tax **before** it is even given to you! Smart... your **employer** sets it aside when you get paid, and later sends it to the ATO.

What's a TFN?

A "tax file number" is your **member number** at the ATO. You only have one to keep for life. Your boss will send your tax to the ATO along with your TFN, so the ATO knows who the tax belongs to.

Your employer will ask you for your TFN on your first day. If you don't tell them, the ATO requires you to pay 47% tax!! So make sure you fill in the "**Tax File Number Nomination Form**". You can even get the form on the ATO website [1] and fill it in before you start.

How do I know if my tax is paid?

Your boss should give you a **pay slip** each time you are paid. It shows how much money your boss has set aside to pay to the ATO for you. It doesn't mean it's been paid.

You don't have to worry if your boss actually paid it or not. It's now the tax office's money, and they chase your employer if they didn't actually pay it. They regard you as having paid it, if your boss held it back from your pay.

How much tax will I pay?

There is no single percentage that applies to everyone. The percentage gets higher the higher your income. The government sets out brackets of income, and has a percent you pay for each. The first bracket is 100% tax free!

Taxable income	Tax on this income
$1 – $18,200	Zero
$18,201 – $45,000	19c for each $1 over $18,200
$45,001 – $120,000	$5,092 + 32.5c for each $1 over $45,000
$120,001 – $180,000	$29,467 + 37c for each $1 over $120,000
$180,001 and over	$51,667 + 45c for each $1 over $180,000

Current as at 04/11/2020. Income tax rates are subject to change, this is current for the financial year 2020-21 (1 July 2020 - 30 June 2021). [2]

What is the "tax-free threshold"?

Everyone freaks out a bit when they get asked **"Do you want to claim the tax-free threshold?"** on the Tax File Number Declaration Form. You fill this form in every time you start a new job.

If you are working two jobs at the same time, you can only claim this with **one job**.

If you don't tick the box - your employer will assume you earn over $18,200 at another job, and start your tax from your first dollar of income.

Don't worry too much - if you get it wrong, it all gets sorted out when you lodge your **tax return**. If you ended up paying too much tax, you could get a refund at the end of the financial year.

What is the "cash economy"

Sometimes you will be offered "cash jobs". Think about it - if you get paid in cash (not through a bank account) you could hide the income from the government... and avoid paying your tax! You are a genius... except, you're not. It's *completely* illegal. Plus it is immoral - everyone chips in to pay for community resources.

Why do some bosses offer you cash?

If you don't get a payslip showing tax and super, they could be **paying you less** than they are required to pay you. If you normally get paid $25 an hour (of which after-tax you keep, say... $20), a cash job might offer you only $22 an hour, and won't pay you any super. Just remember, this is illegal.

What's a tax return?

At the end of the financial year (June 30), the ATO asks you to list all your income for the financial year (e.g. July 1, 2019 to June 30, 2020).

They then look up how much tax you actually paid, and either give you a refund or a bill. If you are connected to the ATO on your myGov account, you can lodge a tax return electronically on the my.gov.au website. Individuals have until Oct 31 to complete their tax return. The ATO has info on lodging your first tax return here.[3]

Why do young people often get a refund?

Young people often work for short periods - like over summer. But also have periods when they don't work. If you have a summer job, your boss calculates your tax by estimating your annual income. To do this, they have to **assume you work the same hours for 52 weeks a year**. But often you aren't working 52 weeks, so your estimate of annual income is too high, then you end up paying too much tax. However, when you do your tax return, the ATO gets the real number and realises if you paid too much, and sends you a refund!

If you enjoy the content, check out studentsuper.com.au/blog

1. Tax file number declaration - https://www.ato.gov.au/Forms/TFN-declaration/
2. ATO Individual tax rates, current 2020-21 - https://www.ato.gov.au/rates/individual-income-tax-rates/
3. Lodging your first tax return - https://www.ato.gov.au/Individuals/Lodging-your-tax-return/Lodging-your-first-tax-return/

This pack is produced by **Student Services Australia** in conjunction with **Student Super**.

studentservices.com.au

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We are keen to improve this pack!

If you have ideas or feedback email jenny@studentservices.com.au