

# Working for Victoria

Information for people looking for work

Easy Read



## How to use this fact sheet



The Victorian Government Department of Jobs, Precincts and Regions (DJPR) wrote this fact sheet. When you see the word 'we', it means DJPR.



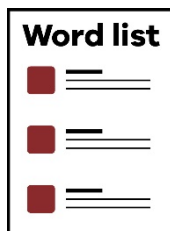
We wrote this information in an easy to read way.

We use pictures to explain some ideas.

Not bold  
**Bold**

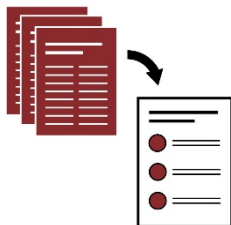
We have written some words in **bold**.

This means the letters are thicker and darker.



We explain what these words mean.

There is a list of these words on page 17.



This Easy Read fact sheet is a summary of another fact sheet. This means it only includes the most important ideas.



You can find more information on our website at [jobs.vic.gov.au/findwork](https://jobs.vic.gov.au/findwork)



You can ask for help to read this fact sheet. A friend, family member or support person may be able to help you.

## What is Working for Victoria?

Working for Victoria is a website that helps:



- people find jobs



- employers find workers.

When you sign up to Working for Victoria, you will get alerts about jobs that match:



- where you live
- your skills
- your experience.

The jobs on our website are:



- **full-time** or **part-time**



- paid the right amount of money



- in different **industries**, like outdoor work or preparing food.



Full-time is when you work at least 38 hours each week.



Part-time is when you work less than 38 hours each week.



An industry is a group of businesses that:

- make the same things
- offer the same services.



For example, if you work in a clothes shop you are working in the retail industry.



We can help you learn new skills so you can work in different industries.

You can apply for Working for Victoria if you:



- are allowed to work in Victoria



- are not working now



- are still working now but have lost a large amount of **income**.



Income is the money you earn by working.



You can also take part if you're a student from another country.

## How to register



There are 6 steps to register for the Working for Victoria website.



We will explain each of these steps on the following pages.

### 1. Join Working for Victoria



Go to the Working for Victoria website  
[jobs.vic.gov.au/findwork](https://jobs.vic.gov.au/findwork)



Choose 'Register now'.  
This will take you to a different webpage.

## 2. Make your account

To make your account, you should enter your:



- name



- email address



- address



- phone number.



You also need to choose a password.



When you choose 'Create and login' the website will make your Working for Victoria account.

### 3. Working information



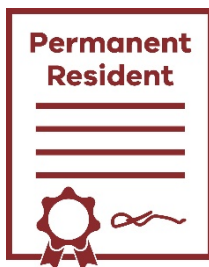
Once you have made your account, you will need to tell us if you can work in Australia.

To be able to work in Australia, you will need to:



- be an Australian **citizen**

A citizen is someone who is given the rights and freedoms of the country where they live.



- be a **permanent resident** of Australia

If you are a permanent resident of a country, you are allowed to live there but you are not a citizen.



- have a **visa** that lets you work in Australia.

A visa is a document that says you can go to another country for a certain amount of time.

This might be to:

- travel
- work
- live.



If you live in another country and you want to work in Australia, you need a working visa.



If you're a student from another country, you can only work a certain number of hours a week.

You need to tell us:



- how many hours you can work



- how long you've been looking for work.

## 4. Where you have worked before



You should tell us about:

- your skills
- your education
- other jobs you have had.



To help us find the right job for you, you should tell us as much information as possible.

When you tell us about other jobs you've had, you should include:



- what type of job it was



- what industry the job was in.



For example, was your job in:

- retail, such as at a clothes store?
- hospitality, such as at a café?
- an office?
- a factory?



You can also tell us if you want to work in an industry you haven't worked in before.

## 5. Information about you

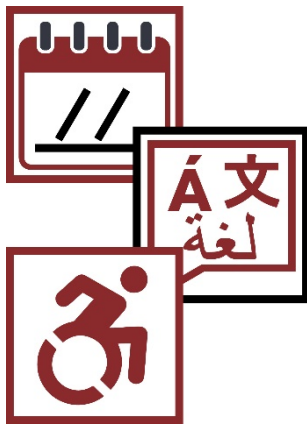


You can tell us more about you and your **background**.

Your background is extra information about yourself.

This can be things like:

- your date of birth
- the language you speak at home
- if you have a disability.

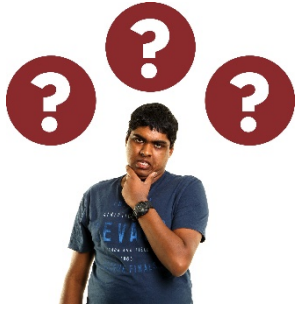


This information will help us understand who we are supporting.

This is so we can make sure we offer everyone the right:

- information
- services.



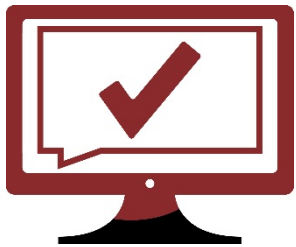


But you don't have to answer all of the questions.



If you do answer these questions, we will not share your answers with other employers.

## 6. After you register



Once you fill out these pages, you will get a message saying you are finished.



When your account is ready to use, you will get an email from us.

Once you get this email, you can start:



- looking at jobs



- applying for jobs.

## Word list

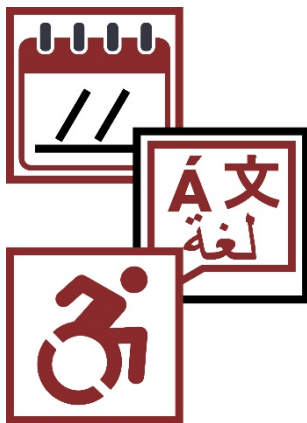
This list explains what the **bold** words in this document mean.

### **Background**

Your background is extra information about yourself.

This can be things like:

- your date of birth
- the language you speak at home
- if you have a disability.



### **Citizen**

A citizen is someone who is given the rights and freedoms of the country where they live.



### **Full-time**

Full-time is when you work at least 38 hours each week.



## **Income**

Income is the money you earn by working.



## **Industry**

An industry is a group of businesses that:

- make the same things
- offer the same services.



## **Part-time**

Part-time is when you work less than 38 hours each week.



## **Permanent resident**

If you are a permanent resident of a country, you are allowed to live there but you are not a citizen.

## Visa

A visa is a document that says you can go to another country for a certain amount of time.

This might be to:

- travel
- work
- live.



## Contact us

You can contact us if you need:



- support to apply
- information in a different language.



**[WorkingforVictoria@ecodev.vic.gov.au](mailto:WorkingforVictoria@ecodev.vic.gov.au)**



**[jobs.vic.gov.au/findwork](https://jobs.vic.gov.au/findwork)**



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