

Maxima Indigenous Employment Application Guide

Maxima are specialists in the recruitment, training and support of Aboriginal and Torres Strait Islander Trainees. Over the last decade our specialist Indigenous Employment team have supported Trainees across Australia to build experience and gain accredited training in a variety of industries. In our experience we have come to recognise that a number of employment essentials can create barriers in accessing, or smoothly transitioning into employment, so the below information will hopefully be of help overcoming these barriers.

Bank Accounts

Traineeships are paid employment. Before you start a Traineeship, you're required to have an active bank account for us to pay you. We encourage you to speak with your parents/guardians and/or do some research on which bank suits you best. Applications are simple and can be done in-branch, or online (for most banks).

To apply you will need:

- An Australian residential address
- A birth certificate or passport
- Tax residency information

If under 18 and your parent/guardians do not have accounts at the same bank, they will also need to supply 1 form of ID (ie: Drivers Licence, Medicare Card)

What is Super?

Superannuation (Super) is money put aside by your employer over your working life for you to live on when you retire from work. You can only withdraw your Super money when you retire or turn 65 years old. It's very important as the more you save, the more you have for your retirement!

How does Super work?

For most people, your employer pays money (contributions) into a Super account for you. This is on top of your salary and wages. Generally, your employer must pay Super for you if you are:

- Over 18 years old, and are paid \$450 or more (before tax) in a calendar month
- Under 18 years old, being paid \$450 or more (before tax) in a calendar month and work more than 30 hours in a week

What is a Tax File Number (TFN)?

A TFN is a unique number assigned to taxpayers by the Australian Taxation Office for tax administration. A TFN is given to you by the Australian Taxation Office (ATO) to manage your tax and Super. Everyone has access to a TFN, which once received is yours for life.

How do I get a Tax File Number?

Jump on www.ato.gov.au website and type in: apply for a TFN or click this link: <https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/>

Background Checks

Every applicant must successfully clear a police background check prior to receiving a formal job offer. This often requires providing up to 10 years of residential history, and utilising various forms of ID. To help, a comprehensive ID guide and checklist has been printed on the second page. We strongly recommend having ID from each of the categories readily available prior to submitting a traineeship application.

myGov

myGov is a simple and secure way to access government services online in one place. It is important for you to register for myGov for many reasons, particularly once you become employed. To register, please visit the Services Australia website and follow the instructions: <https://www.servicesaustralia.gov.au/mygov-help-create-mygov-account>. Once you create a myGov account, you can link services such as Centrelink, Medicare, and the ATO.

Linking myGov to the ATO is important for accessing your annual Income Statement, the most important document for submitting a tax return at the end of the financial year. Maxima does not supply Income Statements to individual employees, but rather Maxima reports directly to the ATO through Single Touch Payroll, which means your Income Statement is only accessible via myGov. For more information please visit <https://www.ato.gov.au/Individuals/Working/Working-as-an-employee/Access-your-income-statement/>.

Linking myGov to Medicare is also an important step for every individual. There are many reasons to link these services, however in the current working environment where many employers, industries and State Governments require employees to be vaccinated against COVID-19, linking myGov to Medicare also provides a simple way to access immunisation history and COVID-19 Vaccination digital certificates. To gain, or maintain, employment in many industries or jurisdictions, evidence such as a COVID-19 digital certificate or immunisation history statements must be obtained. For more information please visit <https://www.servicesaustralia.gov.au/how-to-get-proof-your-covid-19-vaccinations?context=60091>

Maxima Indigenous Employment Checklist

When applying for a national police history check it is necessary for you to verify your identity in line with Australia's National Identity Security Strategy.

To achieve this, you must at a minimum:

- provide four (4) documents
- all four (4) documents cannot be drawn from a single category
- it is strongly recommended to try and use a document from each category

In combination, your documents must include your full name, date of birth, and a photograph.

Commencement of identity documents

- Full Australian birth certificate (not an extract or birth card)
- Current Australian passport (not expired)
- Australian visa current at time of entry to Australia as a resident or tourist
- ImmiCard issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enroll in services
- Certificate of identity issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
- Document of identity issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- Certificate of evidence of resident status.

Primary use in the community documents

- Current Australian drivers licence, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed
- Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted)
- Current passport issued by a country other than Australia with a valid entry stamp or visa
- Current proof of age or photo identity card issued by an Australian Government agency in the name of the applicant, with a signature and photo
- Current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence)
- For persons under 18 years of age with no other Primary Use in Community Documents, a current student identification card with a signature or photo.

Secondary use in the community documents

- Certificate of identity issued by DFAT
- Document of identity issued by DFAT
- Convention travel document secondary (United Nations) issued by DFAT
- Foreign government issued documents (for example, drivers licence)
- Medicare card
- Enrolment with the Australian Electoral Commission
- Security guard or crowd control photo licence
- Evidence of right to an Australian government benefit (Centrelink or Veterans' Affairs)
- Consular photo identity card issued by DFAT
- Photo identity card issued to an officer by a police force
- Photo identity card issued by the Australian Defence Force
- Photo identity card issued by the Australian Government or a state or territory government
- Aviation Security Identification Card
- Maritime Security Identification card
- Credit reference check
- Australian tertiary student photo identity document
- Australian secondary student photo identity document
- Certified academic transcript from an Australian university
- Trusted referees report
- Bank card
- Credit card
- Bank statement with current address