

Thank you for your booking with TCP. We hope you enjoy your training experience and that it helps you to secure that job you are seeking.

Our partners from Travellers at Work (TAW) would like to offer assistance for those who are trying to find and secure work. In addition to the job hunting and interview tips below, they have a member portal which has a large range of jobs available. If interested in seeing the jobs they have listed for job seekers, check out their website - www.taw.com.au

In the mean time, they have put together some helpful information which can assist you when applying for work. See below tips and we hope it proves beneficial for your job hunting.

Tips for applying for jobs

1. If applying by phone, be polite, listen, respond to any questions clearly & be as flexible as possible for any appointments they offer for a meeting.
2. If applying by email, make sure you present the email in a professional manner. Always complete a spell check and have someone look over the email if unsure of what to write so you can gain some feedback.
3. Submit a cover letter which is relevant for the job you are applying for, Do not leave it as a generic cover letter which is used for all jobs you apply for. Try to demonstrate your enthusiasm to work for their company and explain why you would be a good fit for their organisation.
4. Provide accurate information that is current and up to date.
5. Make it easy for companies to get in contact with you. If you do not have an email address, ask a friend to help set one up. If you are leaving a voice message, speak clearly and do not rush your message, repeat the mobile number if needed, so it's clear and they can call you back.

In the interview

1. **Research information about who you'll potentially be working with!** Always have some background knowledge of the business you are applying to work with. If that means you research their business through their website, see if there are any articles on the web about them..... The more knowledge of the business you have the more you'll stand out in an interview.
2. **Do not be late!** First impressions last, arrive early so they know you are organised and have good work ethics.
3. **Present yourself professionally!** Make sure you are well groomed, communicate clearly and listen to any recruitment personnel you approach for work placement. People working in recruitment can receive hundreds of applications and see a lot of candidates, so if you want to stand out, make an effort in your personal presentation and manners.

First day of work

1. If you're lucky enough to secure work, do not stuff it up. Tips for attending your first day of work:
 - a. **Do not be late!**
 - b. Be well groomed
 - c. Be mindful of body odour – don't go over the top with perfume or fragrances
 - d. Be attentive, listen to instructions and ask questions so you understand all aspects of your role
 - e. There will be plenty of time for making friends in the workplace, the first day is not the time for you to crack jokes and try be a comedian.
 - f. Get on with the job. Demonstrate you are a good worker so they can see the value in your employment with them.
 - g. Be thankful after your shift has ended and offer to be available in the future if you want to work with them again.

We really hope that these tips help you to secure that work placement. If you would like to discuss employment opportunities further, please feel free to contact Travellers at Work in case they can be of assistance - www.taw.com.au

!!!Call TAW and mention TCP Training for your \$10 discount on their job site membership service!!!

Kind Regards
TCP Training

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