

# Looking for work?

Partner with us to find the best employment, great employers and a future that's bright!



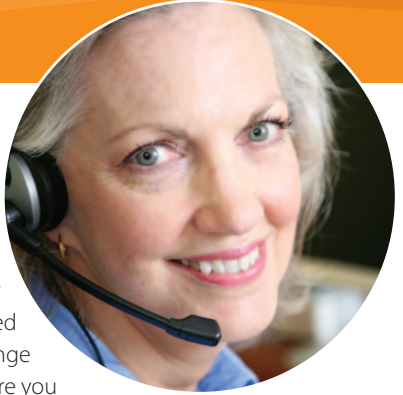
# Looking for work?

At **CVGT Australia**, our priority is to find you a job.

**From the minute you contact us you will be supported and encouraged as we help you to search for the perfect job.**

**We find great employers and match them to the perfect job seeker - that's employment matchmaking that delivers the best employment outcome for you.**

From your first appointment you will be engaged in activities supported by trained and experienced staff. This includes a range of workshops to prepare you for work and give you the inside story on what employers want and expect. We also offer self-help facilities at all our branches and our contact centre is available to answer your questions.



**Whether you're starting out, looking at up skilling or need additional support in the workplace, we'll tailor a program to give you the support you need to become job ready as quickly as possible.**

Our key priority is to help you get better connected with local employers. We'll give you:

- regular career advice and guidance through our job canvassing club
- a dedicated job writer who will use information provided by you to help you develop a professional cover letter, strength-driven résumé and response to key selection criteria
- access to work trials and work experience opportunities to help you gain skills and confidence you can take to the workplace and get your foot in the door with local employers.



If you have a Work for the Dole requirement, we'll make sure your Work for the Dole activity is matched to your goals, will teach you on-the-job skills and will help improve your job prospects.

**We'll stay with you after you find a job to help you settle in successfully.**

### **Incentives**

The Australian Government offers a range of incentives to eligible job seekers. Your CVGT Australia job coach can provide you with the most recent information on available incentives.

### **Our Networks**

We are actively involved in the communities where we operate through a range of business and other networks. We employ local people who have the skills, knowledge and local expertise to deliver to your expectations.

Our staff have strong relationships with employers and training providers in your area to give you the skills to succeed.

### **About Us**

We are a not-for-profit, unlisted public company that provides a range of employment services across Victoria, New South Wales and Tasmania.

We've worked hard to build trust and become a strong presence in employment services.

We've been in the industry for more than 30 years and work every day to get the best employment outcomes for our clients with integrity, honesty and a commitment to business, individuals and our communities.

### **Translating & Interpreter Service**

We offer free interpreter and translation services to help you do your business with us.

Our staff can arrange for an interpreter to assist you when discussing your needs with us and can arrange for our documents to be translated to ensure you understand exactly what we give to you.



## Where to start

Contact your local **CVGT Australia** today to see how we can help you find the best employment, great employers and a future that's bright!

**Our services are provided at no cost to you.**

**cvgt.com.au**  
**13 cvgt - 13 28 48**

*This brochure is current as at July 2015.  
Benefits and services are subject to change  
at any time without notice. Please check with  
CVGT Australia for full and current details.*

