



A guide for Pacific Engagement Visa applicants:

How to verify your employment offer and employer

? What is an employment offer?

Your employment offer is a mandatory requirement of the Pacific Engagement Visa (PEV) application. Once you have an employment offer, you need to upload it to your Immi Account. Without a suitable employment offer, your visa under the PEV program cannot be approved.

It is also called an employment contract.

Only one person included in your application needs to have the employment offer. This means that the primary applicant or their spouse/de facto partner can upload an employment offer.

The primary applicant and their spouse can access the PEV Employment Support Service.

✓ Support to verify the employer and employment offer

The PEV Employment Support Service can help you confirm that your employment offer and employer meet the PEV requirements.

The PEV Employment Support Service only works with employers who follow the Department of Foreign Affairs and Trade's (DFAT) Modern Slavery and PSEAH (Prevention of Sexual Exploitation, Abuse and Harassment) policies and principles.

You may send your employment offer to the PEV Employment Support Service. The service will check the offer and the employer to ensure suitability.

Once this check is complete, you will receive an Employment Contract Cover Letter from the PEV Support Service. When lodging your visa application, you must upload this cover letter with your employment offer to your Immi Account.

✓ What your employment offer must include

Please check your employment offer to confirm if it meets all PEV eligibility requirements. To meet the PEV eligibility requirements, your employment offer must include the following information:

- **Type of employment:** Your offer must be for a permanent position, or a fixed-term contract for a full-time or part-time role (for example, a contract for 12 months or more)
 - Casual employment offers (for example, where the employment offer has no firm advance commitment to ongoing work) are not suitable
- **Award or agreement:** Your employment offer must include which modern award or enterprise agreement applies to your employment. Awards and enterprise agreements are legal documents that set out minimum conditions of employment, such as rates of pay
 - Awards can be viewed on the Fair Work Ombudsman's (FWO) webpage: fairwork.gov.au/employment-conditions/awards/list-of-awards
 - If an enterprise agreement applies, you can search for it on the Fair Work Commission's website: fwc.gov.au/work-conditions/enterprise-agreements/find-enterprise-agreement
- **Position details:** The offer must include your employment title, tasks, location of work, and hours of work
- **Salary and conditions:** The offer must explain how much you will be paid, and the name of the award or agreement that applies. Your employer must also provide you with a copy of the Fair Work Information Statement (FWIS). If you are being offered a fixed term position, you must also be



provided with the Fixed Term Contract Information Statement (FTCIS)

- **Employer details:** The offer must include the employer's Australian Business Number (ABN), their business address, and the name and contact details of the hiring manager.

For more information about employment offers, visit the FWO's webpage: [fairwork.gov.au/employment-conditions/employment-contracts](https://www.fairwork.gov.au/employment-conditions/employment-contracts)

! Common employment scams

While searching for employment, it is important to be aware of scams. Scammers may pretend to be legitimate employers or recruiters to steal your money or personal information. The most important thing to remember is that legitimate recruitment processes in Australia will not cost you money. You should never have to pay a fee to be hired for employment.

Be cautious if you see any of these red flags:

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You are asked to pay money up front
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You are asked for personal information too early
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You receive an employment offer for a position you never applied for
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You receive employment offers that have high salaries, requiring little experience or effort
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Emails are sent from personal accounts (like Gmail or Hotmail) instead of a company email address. Poor grammar and spelling are also warning signs
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You are pressured to act quickly
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You are contacted through Social Media (Facebook or WhatsApp), sometimes used by scammers in Australia.
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You should always check the employer's official website to confirm that the employment is real. The PEV Employment Support Service is here to help if you are unsure about an employment offer.

\$= Minimum wage in Australia

All employees working in Australia are entitled to a minimum wage. This is the minimum amount an employee can be paid for the work that they're doing.

The minimum wage refers to the amount of pay before tax is taken out (gross pay). Some employees have a different minimum wage depending on their employment type, age or work capacity (for example junior employees, apprentices and trainees).

For most employees, the minimum wage is set by the award that covers their industry or occupation. Awards cover many different industries and occupations so it's important to get it right.

The National Minimum Wage applies to employees not covered by an award or registered agreement. This is the minimum pay rate provided by the Fair Work Act 2009 and is reviewed each year.

Employees covered by an award or registered agreement are entitled to the minimum pay rates, including penalty rates and allowances in their award or agreement. These pay rates may be higher than the National Minimum Wage.



You can learn more about minimum workplace rights and entitlements, including pay and wages and employment on the Fair Work Ombudsman website: www.fairwork.gov.au or by attending one of our employment information sessions.

The PEV Employment Support Service holds regular webinars where we provide more information about confirming your employment offer. Find out more about the PEV Employment Support Service at www.pev.gov.au

On our website, you can also explore more resources, including employment fact sheets and resume templates.