



Starting a job



This sequence is intended as a framework to be modified and adapted by teachers to suit the needs of a class group. This activity may not be suitable for students who already have a job.

Resources needed

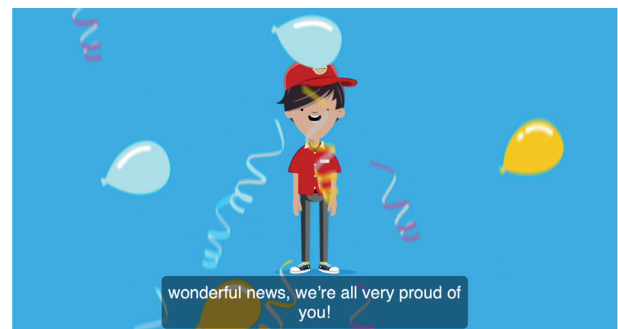
- Starting a job – Visualiser
- TFN application (simulated online application)
- Starting a job – Worksheet
- ATO Online services simulator
- TFN declaration – Instructions
- Standard choice form
- Getting a Tax File Number: Tim's tale (long version) – Video

Suggested activity sequence

- 1 Elicit students' prior knowledge about starting a job. Get them to write all they know on an *entry card* or in their notebooks.
- 2 Play: This video explains why it is important to have a TFN before you start a job.

Go to taxsuperandyou.gov.au and search for 'Tim's tale'.

Getting a Tax File Number: Tim's tale (long version)



- 3 Discuss the implications of not having a tax file number.
- 4 Display the *Visualiser* and work through each slide.
- 5 Students complete the *Worksheet* which will require them to complete a:
 - TFN application (simulated online application)
 - TFN declaration (simulated online)
 - Standard choice form.

Note: If there are students in the class who already have a job, pair them with students who don't so they can act as a buddy.

- 6 When students have completed their forms, as a class, discuss the tax responsibilities students have when they enter the workforce.
- 7 Invite students to reflect on what they have learned, through using *exit cards* or by completing a *reflection pyramid*.



Applying for a tax file number online

The fastest way for your students to apply for a TFN is online, using myID. They'll receive their TFN straight away. To do this they need to:

- be 15 years old or older
- have an Australian passport - either current or no more than 3 years expired
- have at least one other Australian ID document - for example, a driver's licence.

To find out more visit:

- <https://www.ato.gov.au/individuals-and-families/tax-file-number/apply-for-a-tfn/australian-citizens-with-an-australian-passport-tfn-application>
- <https://www.myid.gov.au/how-to-set-up-myid>

Notes for teaching students offline and to diverse audiences

Teachers can use additional ATO resources and services to support students who don't have access to information technology hardware, or the internet, or who are members of culturally and linguistically diverse (CALD) communities.

Tax file number application and declaration forms

If your students are unable to apply online using myID or attend a tax file number application interview at a participating Australia Post retail outlet or Services Australia Centre, they may need to complete one of the following paper forms:

- *Tax file number – application or enquiry for individuals* (NAT 1432)
- *Tax file number declaration* (NAT 3092)

You can get a copy of these forms by either:

- ordering online
- phoning 1300 720 092 24 hours a day, 7 days a week.

Aboriginal and Torres Strait Islander peoples

Aboriginal and Torres Strait Islander peoples can get a copy of a paper Tax file number – application for Aboriginal and Torres Strait Islander people (NAT 1589) form by either:

- ordering online
- contacting the ATO Indigenous helpline 13 10 30.

Culturally and linguistically diverse audiences

The ATO has information in languages other than English to help people from non-English speaking backgrounds understand tax and superannuation in Australia and offers a Translating and Interpreting Service on 13 14 50.

Go to [ato.gov.au](https://www.ato.gov.au) to find out more.