

## What do I need to know before I employ someone from overseas?

**Perhaps you have been approached by someone who is not an Australian citizen or permanent resident and would like to work for you. What are the questions you should be asking?**

The Skilled Migration Adviser seconded from the Department of Immigration and Citizenship, provides fee-free information on what you need to know before employing overseas workers.

### **Is the person allowed to work in Australia?**

Depending on the type of visa held, the person may or may not be allowed to work in Australia, or may only be allowed to work under certain conditions. For example, the person might be allowed to work a maximum 20 hours a week, six months with one employer, only for a specific employer or not be allowed to work. These conditions are known as “visa entitlements.”

As an employer, you can easily check these through Visa Entitlement Verification Online (VEVO) or by fax or telephone, with the agreement of the visa holder. You can find out more at <http://www.immi.gov.au/e Visa/vevo.htm> or on 1800 040 070

Before undertaking a search in VEVO you will need to request to see the person's foreign passport. You will then need to obtain their permission to check their visa details. Using the person's passport, you can enter the following information into the VEVO system:

- name
- date of birth
- passport number
- passport country of issue.

If the visa entitlements match your needs, you will not need to ask any more visa questions. That means you can employ the worker according to the relevant Australian industrial arrangement.

However, if your prospective employee's visa entitlements do not match your needs, you may need to explore other visa options.

The Skilled Migration Adviser encourages all employers to use VEVO to screen any prospective overseas employees. Employers who are found to employ illegal workers and are convicted under Commonwealth legislation may face fines of up to \$13 200 and two years' imprisonment while companies face fines of up to \$66 000 per illegal worker.

For further information please contact the Skilled Migration Adviser on (02) 9466 5566.